



Office of Montana Secretary of State Linda McCulloch



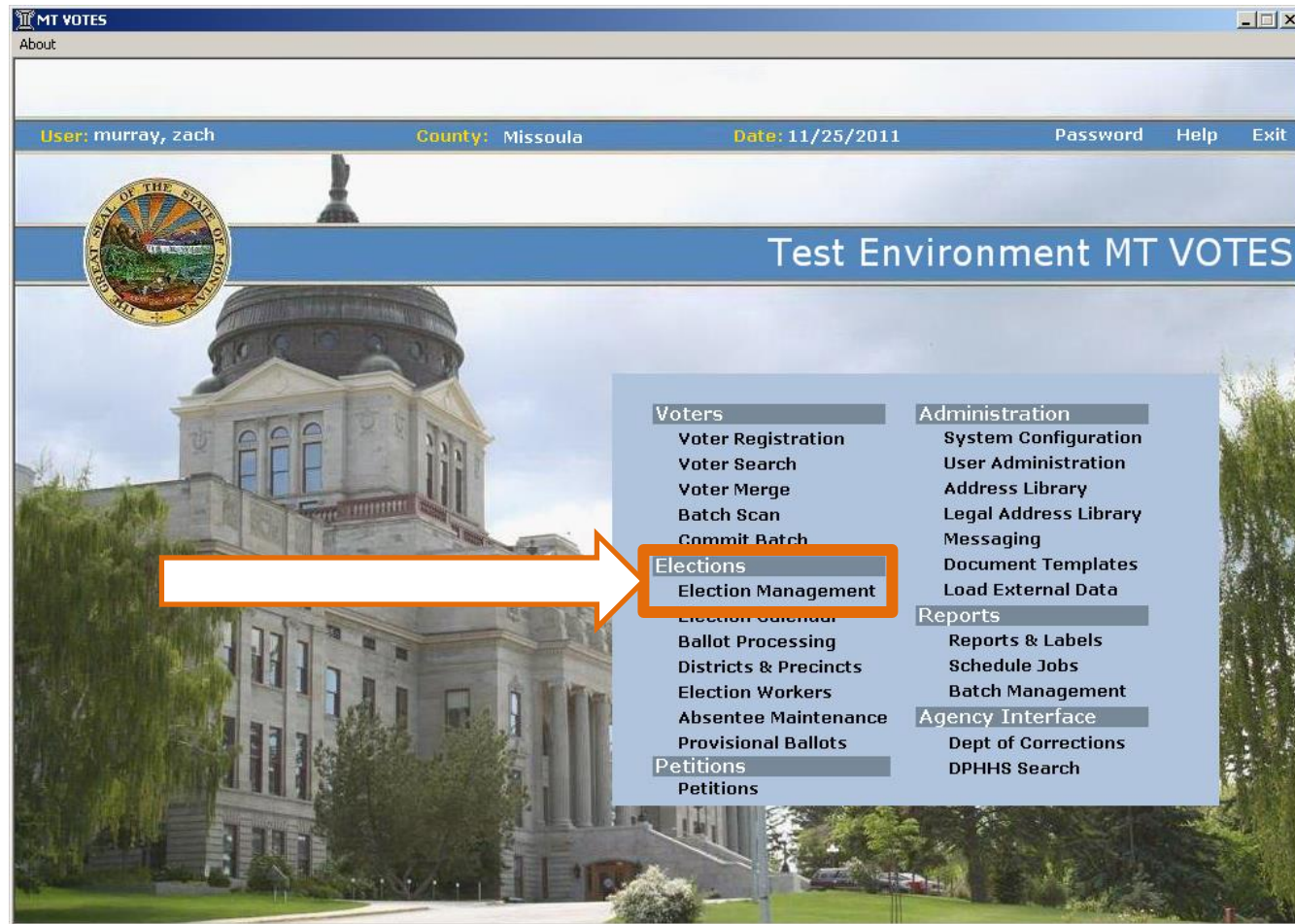
Election Management

Updated June 2015

Overview Of Topics Covered In This Training Guide

- Creating a New Election
- Adding Issues and Offices
- Generating Ballot Styles
- Printing Absentee and Mail Ballot Labels
- Ballot Processing
- Generating Official Register
- Processing Official Register
- Closing an Election

Election Management



Election Management–

Creating a New Election

- Election Management is the first screen that will display.
- From this screen you can search on existing elections.
- For existing elections you can view election Details, Delete an election, or Cancel an election.
- Click **New** to create a new election.

The screenshot shows the 'Election Management' application window. It features a search interface with fields for 'Election Date', 'Description', and 'Election Year', and a dropdown for 'Election Type'. There are also checkboxes for 'Show Closed' and 'Show Deleted/Cancelled', and 'Search' and 'Clear' buttons. Below the search area is a table with columns for 'Election Date', 'Election Type', and 'Description'. The table is currently empty. At the bottom left of the window is a 'New' button, which is highlighted by a large orange arrow. At the bottom right is a 'Close' button.

Election Date

- Enter Election Date in MM/DD/YYYY fashion.

[illegible]

Election Details– Election Description

- Enter in an Election Description using standard election naming conventions.
 - i.e., County Code (same as used on license plates), Type of Election, year of Election

The screenshot shows the 'Election Management' application window. The main form is titled 'Election Date: Nov-04-2014 Election Type: Federal General Description: Test General'. The 'Description' field is highlighted with an orange arrow and contains the text '11 Test General 2013'. Other fields include 'Election Date' (11/04/2014), 'Election Type' (Federal General), 'Election Method' (Poll), 'Closing Date for Registration' (10/05/2014), 'Official County' (Jefferson), 'Late Registration Voter Eligible Date' (10/04/2014), 'Publication Dates' (Start: 10/15/2014, End: 10/31/2014), and 'Poll Hours' (Close: 8:00 PM). A table titled 'Districts' is also visible, showing data for Jefferson, WARD #2B, and BOULDER CITY. The 'Statistics' section shows 'Accepted Ballots:0%' and 'Received Ballots:0%'. The 'Process completed' checkbox is checked, and the 'Save' button is visible.

District	Control County	# Of Offices	# Of Issues
Jefferson	Jefferson	8	0
WARD #2B	Jefferson	1	0
BOULDER CITY	Jefferson	1	0

Example:

11 Municipal General 2013

Election Type

- Select an Election Type from the dropdown box.

[illegible]

Election Method

- Select an Election Method from the dropdown box.

[illegible]

Closing Date for Registration

- Enter the Closing Date for Registration in MM/DD/YY format.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

[Voter Search](#) [Help](#)

Election Date: Nov-04-2014	Election Type: Federal General	Description: Test General
<ul style="list-style-type: none"> ✓ Election Details ✓ Include Certified Contests ✓ Pull Contests ✓ Issues & Offices ✓ Ballots ✓ Remove Item ⚠ Print Labels Official Register Election Expenses Election Results Process Official Register Duplicate Ballot Report ⚠ Close Election Exit Refresh Wizard Status 	<div style="margin-bottom: 10px;"> Election Date <input type="text"/> 11/04/2014 </div> <div style="margin-bottom: 10px;"> Description <input type="text"/> 11 Test General 2015 </div> <div style="display: flex; justify-content: space-between;"> Election Type <input type="text"/> Federal General Election Method <input type="text"/> Poll </div> <div style="display: flex; margin-top: 10px;"> <div style="flex-grow: 1; position: relative;"> <div>Late Registration Voter Eligible Date (Sunday before the close of registration)</div> <input type="text"/> 10/04/2014 </div> <div style="flex-grow: 1; margin-left: 10px;"> <div>Closing Date for Registration <input type="text"/> 10/05/2014</div> <div>Official County Canvass Votes Date <input type="text"/> 11/04/2014</div> </div> </div>	

Poll Hours
Open 7:00 AM
Close 8:00 PM

Publication Dates
Start 10/15/2014
End 10/31/2014

Districts

District	Control County	# Of Offices	# Of Issues
Jefferson	Jefferson	8	0
WARD #2B	Jefferson	1	0
BOULDER CITY	Jefferson	1	0

Statistics
Accepted Ballots:0%
Received Ballots:0%

☒ Process completed

Save

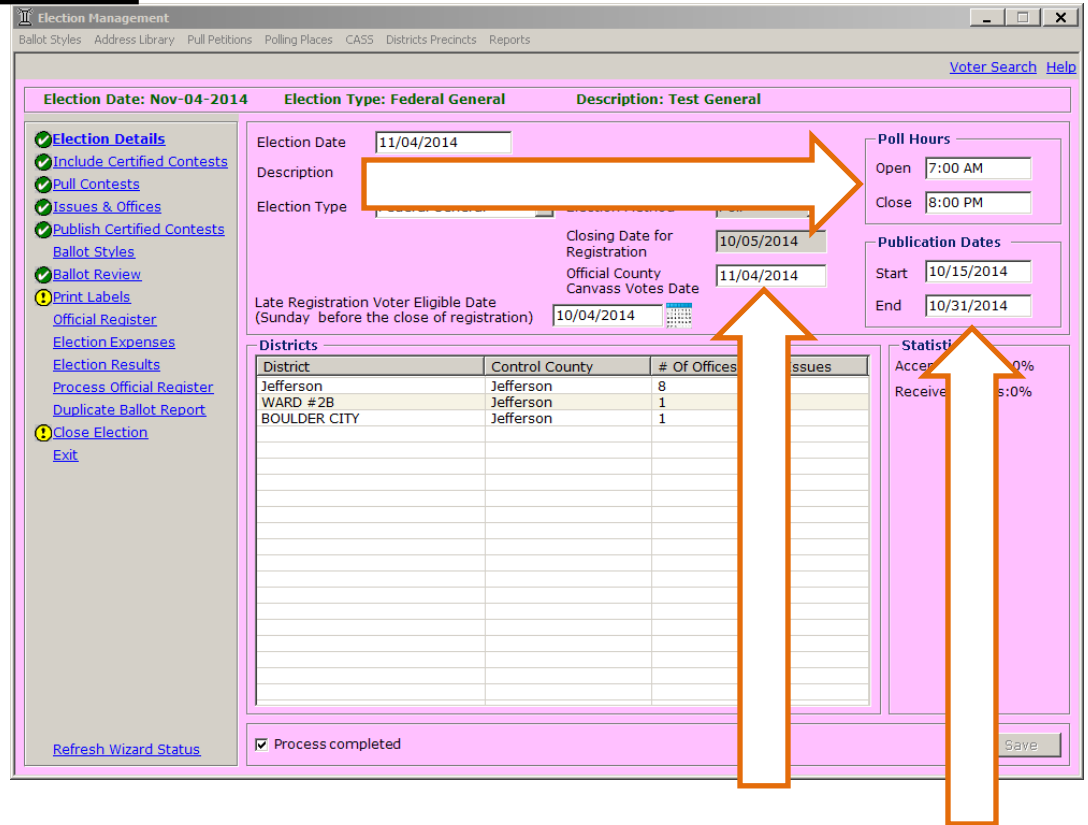
Late Registration Voter Eligible Date

- Enter the Late Registration Voter Eligible Date. This date will always be the Sunday before the close of Regular Registration.

Election Management																																																																																																			
Ballot Styles	Address Library	Pull Petitions	Polling Places CASS Districts Precincts Reports																																																																																																
Voter Search Help																																																																																																			
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	Districts <table border="1"> <thead> <tr> <th>District</th> <th>Control County</th> <th># Of Offices</th> <th># Of Issues</th> </tr> </thead> <tbody> <tr> <td>Jefferson</td> <td>Jefferson</td> <td>8</td> <td>0</td> </tr> <tr> <td>WARD #2B</td> <td>Jefferson</td> <td>1</td> <td>0</td> </tr> <tr> <td>BOULDER CITY</td> <td>Jefferson</td> <td>1</td> <td>0</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			District	Control County	# Of Offices	# Of Issues	Jefferson	Jefferson	8	0	WARD #2B	Jefferson	1	0	BOULDER CITY	Jefferson	1	0																																																																																
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<div> <input checked="" type="checkbox"/> Process completed <div>Save</div> </div>																																																																																																			

Election Details– System Populated Dates

- Verify that all system populated dates are showing correctly.
- Fields to verify:
 - Official County Canvass Votes Date
 - Poll Hours
 - Publication dates



The screenshot displays the 'Election Management' software interface. The top navigation bar includes links for Ballot Styles, Address Library, Pull Petitions, Polling Places, CASS, Districts/Precincts, and Reports. The main header shows 'Election Date: Nov-04-2014', 'Election Type: Federal General', and 'Description: Test General'. On the left, a sidebar lists various election management tasks, with 'Election Details' selected. The main content area contains several date fields: 'Election Date' (11/04/2014), 'Closing Date for Registration' (10/05/2014), 'Official County Canvass Votes Date' (11/04/2014), and 'Late Registration Voter Eligible Date' (10/04/2014). To the right, 'Poll Hours' are set from 7:00 AM to 8:00 PM, and 'Publication Dates' are from 10/15/2014 to 10/31/2014. A table titled 'Districts' lists Jefferson, WARD #2B, and BOULDER CITY, all under Jefferson County. At the bottom, a 'Process completed' checkbox is checked, and a 'Save' button is visible.

District	Control County	# Of Offices
Jefferson	Jefferson	8
WARD #2B	Jefferson	1
BOULDER CITY	Jefferson	1

Election Details– Save Election Details

- Verify that you have entered in all of the Election Details
- Check the Process Completed box.
 - A green checkmark will display next to election detail to indicate it is completed.
- Click the Save button.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

[Voter Search](#) [Help](#)

Election Date: Nov-04-2014 **Election Type:** Federal General **Description:** Test General

☒ [Election Details](#)
☒ [Include Certified Contests](#)
☒ [Pull Contests](#)
☒ [Issues & Offices](#)
☒ [Publish Certified Contests](#)
[Ballot Styles](#)
☒ [Ballot Review](#)
☒ [Print Labels](#)
☒ [Official Register](#)
[Election Expenses](#)
[Election Results](#)
[Process Official Register](#)
[Duplicate Ballot Report](#)
☒ [Close Election](#)
[Exit](#)

[Refresh Wizard Status](#)

Election Date: 11/04/2014
Description: Test General
Election Type: Federal General **Election Method:** Poll
Closing Date for Registration: 10/05/2014
Official County: 11/04/2014
Canvass Votes Date: 11/04/2014
Late Registration Voter Eligible Date: 10/04/2014
Poll Hours: Open 7:00 AM Close 8:00 PM
Publication Date: Start 10/15/20 End 10/31/20

Dist	Control County	# Of Offices	# Of Issues
Jefferson	Jefferson	8	0
WAR	Jefferson	1	0
BOU	Jefferson	1	0

Statistics
Accepted Ballots
Received Ballots

☒ Process completed [Save](#)

Save Election Details

- Click Refresh Wizard Status

The screenshot shows the "Election Management Wizard" window. The title bar includes icons for file operations and menu items like Ballot Styles, Address Library, Pull Petitions, Polling Places, CASS, Districts Precincts, and Reports. The main area has three tabs: "Details", "Certified Contests tests", and "Certified Contests styles". The "Details" tab is active, displaying fields for Election Date (Nov-04-2014), Election Type (Federal General), Description (Test General), Election Method (Poll), Closing Date for Registration (10/05/2014), Official County Canvass Votes Date (11/04/2014), Late Registration Voter Eligible Date (Sunday before the close of registration) (10/04/2014), Poll Hours (Open 7:00 AM, Close 8:00 PM), Publication Dates (Start 10/15/2014, End 10/31/2014), and Statistics (Accepted Ballots:0%, Received Ballots:0%). A table titled "Districts" lists Jefferson Ward #2B and BOULDER CITY. An orange arrow points from the left margin towards the "Details" tab. Another orange arrow points from the bottom margin towards the "Refresh Wizard Status" button.

Helpful Hint–

- Any time **Process Completed** has been checked, **Always** click **Refresh Wizard Status** for an updated view of what has been accomplished.

Include Certified Contests— Overview

- The Include Certified Contests screen allows you to accept shared contests from either the State or other counties.
- If contests are available you can click on them and click **Save** to bring them into your election.
- **Note:** you will not be able to generate ballot styles until you have done this step.

The screenshot shows the 'Election Management' application window. The top navigation bar includes links for Ballot Styles, Address Library, Pull Petitions, Polling Places, CASS, Districts/Precincts, and Reports. The main header displays 'Election Date: Nov-04-2014', 'Election Type: Federal General', and 'Description: Test General'. The left sidebar contains a list of links: Election Details, Include Certified Contests (highlighted with an orange arrow), Issues, Public Certified Contests, Ballot, Print, Office, Election, Election, Precinct, Dup, Ballot Report, Close, and Exit. The main content area is divided into several sections: 'Election Details' with fields for Election Date (11/04/2014), Description (Test General), Election Type (Federal General), Election Method (Poll), Closing Date for Registration (10/05/2014), Official County Canvass Votes Date (11/04/2014), and Late Registration Voter Eligible Date (10/04/2014); 'Poll Hours' with Open (7:00 AM) and Close (8:00 PM) times; 'Publication Dates' with Start (10/15/2014) and End (10/31/2014) dates; 'Districts' with a table showing data for Jefferson, WARD #2B, and BOULDER CITY; and 'Statistics' showing Accepted Ballots:0% and Received Ballots:0%. At the bottom, there is a 'Refresh Wizard Status' button (highlighted with an orange arrow) and a 'Save' button.

District	Control County	# Of Offices	# Of Issues
Jefferson	Jefferson	8	0
WARD #2B	Jefferson	1	0
BOULDER CITY	Jefferson	1	0

- Click Process Completed when finished with this screen.
- Refresh Wizard Status

Helpful Hint— Include Certified Contests

- The State will publish (push) the statewide and state district certified contests out to Montana Votes 75 days before the Election.
- You will not want to Generate Ballot Styles before the State pushes those contests to Montana Votes. If you generate styles before the races are published, you will need to redo work.

Overview

- Check the box next to the desired Positions and click **Save** to pull them into your election.

[illegible]

- Click Process Completed when finished with this screen.
- Refresh Wizard Status

Issues & Offices –

Creating New Office

- If your election includes contests or issues that were not able to be pulled into your election from earlier steps you will have to enter them manually.
- Click either a **New Office** or a **New issue** to get started.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

Candidate successfully deleted. (Please 'Refresh Wizard Status'.) Voter Search Help

Election Date: Nov-04-2014 Election Type: Federal General Description: Test General

Issues & Offices

Districts

Code - Name	Control County
22 - Jefferson	Jefferson
CC_2B - WARD #2B	Jefferson
CW_B - BOULDER CITY	Jefferson

Offices

County Attorney/Public Administrator
County Clerk and Recorder/County Assessor/Surveyor
County Commissioner District 2
County Commissioner District 3
County Superintendent of Schools
County Treasurer

New Details Delete

Issues

Caption	Issues #

New Details Delete Issue Sequences

Process Completed

Refresh Wizard Status

Issues & Offices –

Election Offices

- Select the District Type from the Dropdown box.

The screenshot shows the 'Election Offices' application window. The 'District Type' dropdown menu is open, displaying a list of district types. The 'WARD' option is currently selected and highlighted. An orange arrow points to the 'District Type' label. Below the dropdown, there is a 'Political Party' dropdown menu, a 'Vote For Number' text box containing the value '1', and an 'Is Primary' checkbox which is unchecked. At the bottom of the window are three buttons: 'Save & Add New', 'Save', and 'Close'.

District Type
SCHOOL DISTRICT
SCHOOL SINGLE MEMBER TRUSTEE
SEWER
SOIL CONSERVATION DISTRICT
URBAN TRANSPORTATION DISTRICT
WARD
WATER & SEWER
WATER DISTRICT

Issues & Offices –

Election Offices

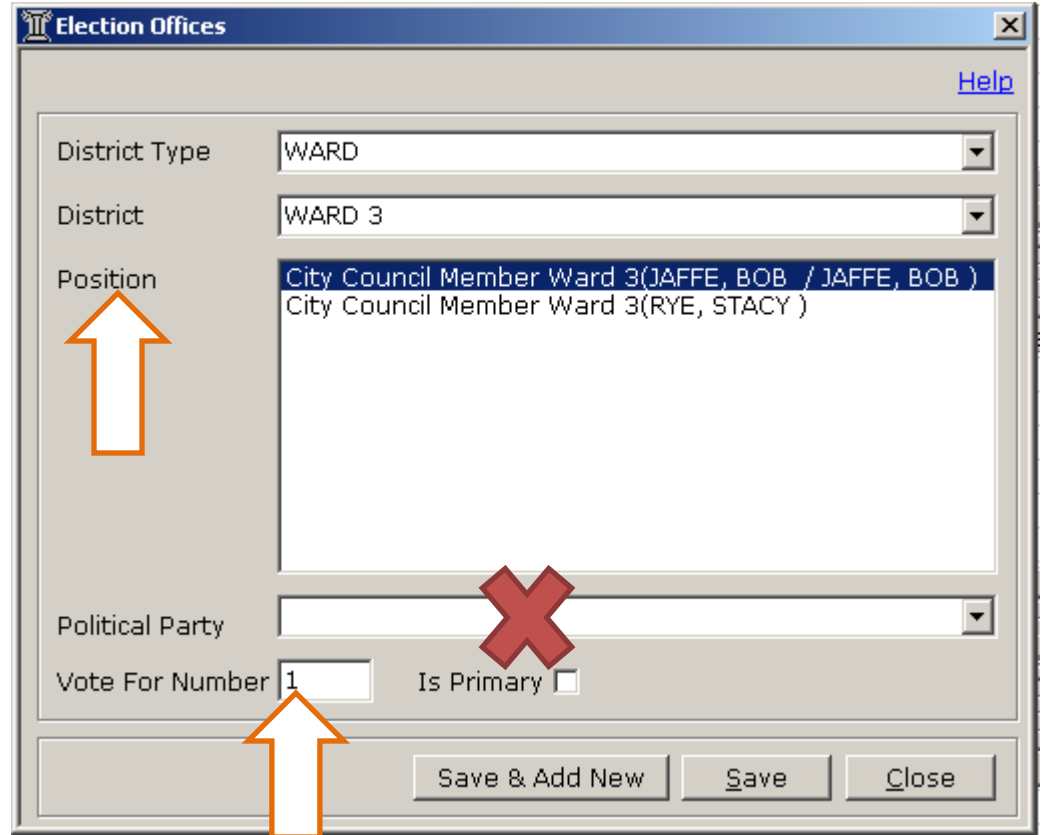
- Select the desired District from the Dropdown box.
- Verify that you have selected the correct District Type if the district you need is not showing.

The screenshot shows the 'Election Offices' application window. The 'District Type' dropdown is set to 'WARD'. The 'District' dropdown is open, displaying a list of wards: WARD 1, WARD 2, WARD 3, WARD 4, WARD 5, and WARD 6. WARD 1 is currently selected. Below this, the 'Political Party' dropdown is empty. The 'V For Number' field contains the value '1', and the 'Is Primary' checkbox is unchecked. The bottom of the window features three buttons: 'Save & Add New', 'Save', and 'Close'. A blue 'Help' link is located in the top right corner. An orange arrow points to the 'District' dropdown menu.

Issues & Offices –

Election Offices

- Available Positions within the selected district will be displayed.
- Choose which position you are including in your election.
- You will likely not want to enter the Political party.
- Enter the Vote For Number.
- Do not use the Is Primary checkbox.



- Click **Save** to continue.
- Click **Save & Add New** to add in additional offices.

Creating New Offices

- Your new office will now display on the Issues & Offices screen.
- Repeat the previous steps to add in additional contests if needed.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

[Voter Search](#) [Help](#)

Election Date: Dec-08-2011 **Election Type:** Special **Description:** 11 Example election 2011

Districts

Code - Name	Control County
WARD 3 - WARD 3	Missoula

Offices

City Council Member Ward 3

Candidates

Name	Political Party	Status	Ballot Position	Pe

Issues

Caption	Issues #

☐ Process Completed

[Refresh Wizard Status](#)

Issues & Offices – Adding Candidates

- Once your offices have been added, you can add in candidates as needed.
- Highlight the office you are adding a candidate to and click **New** under Candidates to begin.

The screenshot shows the 'Election Management' application window. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts/Precincts', and 'Reports'. The main area is divided into several sections:

- Header:** Election Date: Dec-08-2011, Election Type: Special, Description: 11 Example election 2011.
- Left Sidebar:** A list of navigation links including 'Election Details', 'Include Certified Contests', 'Pull Contests', 'Issues & Offices' (highlighted), 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels', 'Official Register', 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'.
- Offices Section:** A table with columns 'District Code' and 'Description'. The first row is 'WARD 3' with 'City Council Member Ward 3' in the description. An orange arrow points from this row to the 'New' button in the 'Candidates' section.
- Candidates Section:** A table with columns 'Name', 'Political Party', 'Status', 'Ballot Position', and 'Pe'. Below the table are 'New', 'Details', and 'Delete' buttons.
- Issues Section:** A table with columns 'Issue' and 'Issues #'. Below the table are 'New', 'Details', 'Delete', and 'Issue Sequences' buttons.

At the bottom left, there is a 'Refresh Wizard Status' link. At the bottom center, there is a 'Process Completed' checkbox.

Issues & Offices – Adding Candidates

- On the following screen enter the candidate information and click Link to Voter.
- The candidate's information will automatically populate if a matching voter record is found.

The screenshot shows the 'Election Management' application window. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts/Precincts', and 'Reports'. The main header displays 'Election Date: Nov-04-2014', 'Election Type: Federal General', and 'Description: Test General'. On the left, a sidebar contains a list of links: 'Election Details', 'Include Certified Contests', 'Pull Contests', 'Issues & Offices' (highlighted), 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels', 'Official Register', 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. Below these links, a note states 'Ballots need to be printed/mailed.' and a 'Refresh Wizard Status' link is at the bottom. The main form area is titled 'District: 22 - Jefferson' and 'Position: County Attorney/Public Administrator'. It contains fields for 'Last Name' (VOTER), 'First Name' (TEST), 'Middle Name' (VOTER), and 'Suffix'. Below these are 'Ballot Name' (TEST VOTER VOTER), 'Status' (Certified), 'Incumbent' (checkbox), 'Political Party' (No Party), and 'Ballot Position'. A 'Through Petition' checkbox and a 'Link To Petition' link are also present. A 'Link To Voter' link is located at the top right of the form. The 'Address' section includes a table with columns 'Address Type', 'Address', and 'Last Update'. The table contains one row for 'Residence' with the address '5 S MAIN ST, CLANCY, MT 59634' and the date '09/10/2014'. Below the address table is a 'Comments' field. At the bottom, there are two sections: 'Satisfying Eligibility Requirements' with a 'County residency' checkbox, and 'System Requirements' with checkboxes for 'Lives within district' and 'Filed within deadline'. A 'Validate Candidate' button is located between these two sections. At the very bottom, there are three buttons: 'Save & Add New', 'Save', and 'Close'. A large orange arrow points from the bottom right towards the 'Link To Voter' link.

Election Management
Ballot Styles Address Library Pull Petitions Polling Places CASS Districts/Precincts Reports

[Voter Search](#) [Help](#)

Election Date: Nov-04-2014 **Election Type:** Federal General **Description:** Test General

District: 22 - Jefferson **Position:** County Attorney/Public Administrator [Link To Voter](#)

Last Name: VOTER First Name: TEST Middle Name: VOTER Suffix:
Ballot Name: TEST VOTER VOTER Status: Certified Incumbent:
Political Party: No Party Ballot Position:
Through Petition: ☐ [Link To Petition](#)

Address Contact
Address Type Address Last Update
Mailing
Resident Addr...
Residence 5 S MAIN ST, CLANCY, MT 59634 09/10/2014
Work Address

Comments

Satisfying Eligibility Requirements
☐ County residency

System Requirements
☐ Lives within district
☐ Filed within deadline

[Validate Candidate](#)

[Refresh Wizard Status](#) [Save & Add New](#) [Save](#) [Close](#)

Issues & Offices –

Adding Candidates

- Select Political Party, check if an incumbent and add contact information.
- You **MUST** select the political party of the candidate in order to Save.
- Ballot name now defaults to First and Last as linked from the system

The screenshot shows the 'Election Management' application window. The left sidebar contains a list of navigation links: Election Details (checked), Include Certified Contests (checked), Pull Contests (checked), Ballot Styles, Ballot Review (checked), Print Labels (warning icon), Official Register, Election Expenses, Election Results, Process Official Register, Duplicate Ballot Report, Close Election (warning icon), and Exit. A large orange arrow points from the 'Pull Contests' link to the main form area. The main form is titled 'Election Date: Nov-04-2014 Election Type: Federal General Description: Test General'. It contains fields for District (22 - Jefferson), Position (County Attorney/Public Administrator), Last Name (VOTER), First Name (TEST), Middle Name (VOTER), Suffix, Ballot Name (TEST VOTER VOTER), Status (Certified), Incumbent (checkbox), Political Party (No Party), and Ballot Position. There is a 'Through Petition' checkbox and a 'Link To Petition' link. Below these is a table for addresses with columns 'Address Type', 'Address', and 'Last Updated'. The table has one row for 'Residence' with the address '5 S MAIN ST, CLANCY, MT 59634' and the date '09/10/2014'. There is a 'Detail' button next to the table. Below the table is a 'Comments' section. At the bottom, there are two sections: 'Satisfying Eligibility Requirements' with a 'County residency' checkbox, and 'System Requirements' with 'Lives within district' and 'Filed within deadline' checkboxes. A 'Validate Candidate' button is at the bottom right. At the very bottom are 'Save & Add New', 'Save', and 'Close' buttons. A 'Refresh Wizard Status' link is at the bottom left of the sidebar.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

[Voter Search](#) [Help](#)

Election Date: Nov-04-2014 **Election Type:** Federal General **Description:** Test General

District: 22 - Jefferson **Position:** County Attorney/Public Administrator [Link To Voter](#)

Last Name: VOTER First Name: TEST Middle Name: VOTER Suffix:
Ballot Name: TEST VOTER VOTER Status: Certified Incumbent:
Political Party: No Party Ballot Position:
Through Petition: ☐ [Link To Petition](#)

Address Contact
Address Type Address Last Updated
Mailing
Resident Addr...
Residence 5 S MAIN ST, CLANCY, MT 59634 09/10/2014
Work Address
Detail

Comments

Satisfying Eligibility Requirements
☐ County residency

System Requirements
☐ Lives within district
☐ Filed within deadline
Validate Candidate

Save & Add New Save Close

[Refresh Wizard Status](#)

Ballots need to be printed/mailed.

Helpful Hint— Ballot Name

- ES&S now gets all Position/Candidate/Issue information from Montana Votes. The way the Candidates name appears on the ballot comes from the “Ballot Name” field. It automatically defaults to First, Last and Middle name.
- You **must** input a nickname or any other information that differs from the system name, if it will appear on the ballot.

Issues & Offices –

Validating Candidates

- To validate the candidate you will first need to check that they Satisfy Eligibility Requirements.
 - Eligibility Requirements can be set in the Districts and Precincts Module
- System requirements will be checked automatically if the candidate qualifies.
- Click **Validate Candidate**.

The screenshot shows a web form for validating a candidate. It is divided into two main sections. The left section, titled 'Satisfying Eligibility Requirements', contains a single checkbox labeled 'County residency'. The right section, titled 'System Requirements', contains three checkboxes: 'Lives within district', 'Correct political party', and 'Filed within deadline'. The 'Correct political party' checkbox is highlighted with a yellow background. At the bottom right of the form is a button labeled 'Validate Candidate'. Two large orange arrows are overlaid on the image: one points to the 'County residency' checkbox, and the other points to the 'Validate Candidate' button.

Issues & Offices – Adding Candidates

- Click **Save** to add the new candidate to your election.
- If you have multiple candidates to add click **Save & New** to reset the screen and add them.

The screenshot shows the 'Election Management' application window. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts Precincts', and 'Reports'. The main header displays 'Election Date: Dec-08-2011', 'Election Type: Special', and 'Description: 11 Example election 2011'. The left sidebar contains a list of links: 'Election Details', 'Include Certified Contests', 'Pull Contests', 'Issues & Offices', 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels', 'Official Register', 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. The main form area is titled 'District: WARD 3 - WARD 3' and 'Position: City Council Member Ward 3'. It contains fields for 'Last Name' (SMITH), 'First Name' (CORINA), 'Middle Name' (JOANN), and 'Suffix'. Below these are 'Ballot Name' (SMITH, CORINA JOANN), 'Status' (Filed), 'Incumbent' (checkbox), 'Filing Date' (11/28/2011), 'Political Party' (No Party), and 'Ballot Position'. There is also a 'Through Petition' checkbox and a 'Link To Petition' button. The 'Address' tab is active, showing a table with columns 'Address Type', 'Address', and 'Last Updated'. The table contains three rows: 'Mailing' (2140 W GREENOUGH DR, MISSOULA, MT 59802, 11/28/2011), 'Residence' (1285 RIVER ST, MISSOULA, MT 59801, 11/28/2011), and 'Work Address'. A 'Detail' button is next to the table. Below the table is a 'Comments' section. At the bottom, there are two large text areas labeled 'Satisfying Eligibility Requirements' and 'System Requirements'. A 'Validate Candidate' button is between them. At the very bottom, there are 'Save' and 'Close' buttons. A large orange arrow points from the bottom right towards the 'Save' button.

Issues & Offices – Adding Candidates

- The new candidate will now display for the selected office.
- Repeat the previous steps to add additional candidates if necessary.

The screenshot shows the 'Election Management' software interface. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts/Precincts', and 'Reports'. The main header displays 'Election Date: Dec-08-2011', 'Election Type: Special', and 'Description: 11 Example election 2011'. On the left, a sidebar contains a list of actions: 'Election Details', 'Include Certified Contests', 'Pull Contests', 'Issues & Offices', 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels', 'Official Register', 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. The 'Close Election' item is highlighted with a yellow icon. The main area is divided into three sections: 'Districts', 'Offices', and 'Candidates'. The 'Districts' section shows a table with 'Code - Name' and 'Control County', containing one entry: 'WARD 3 - WARD 3' in 'Missoula'. The 'Offices' section shows a table with 'City Council Member Ward 3'. The 'Candidates' section shows a table with columns 'Name', 'Political Party', 'Status', 'Ballot Position', and 'Pe'. One candidate is listed: 'SMITH, CORINA...' with 'No Party', 'Filed', '1', and 'NO'. An orange arrow points to the 'Candidates' table. At the bottom, there are buttons for 'New', 'Details', and 'Delete' in the 'Candidates' section, and a 'Process Completed' checkbox.

Code - Name	Control County
WARD 3 - WARD 3	Missoula

Name	Political Party	Status	Ballot Position	Pe
SMITH, CORINA...	No Party	Filed	1	NO

Issues & Offices – Certify Candidates

- Candidates will default to Certified status.
- To confirm this, view the candidate's detail screen.

Election Management
Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

[Voter Search](#) [Help](#)

Election Date: Nov-04-2014 **Election Type:** Federal General **Description:** Test General

Issues & Offices

☒ Election Details
☒ Include Certified Contests
☒ Pull Contests
☒ Issues & Offices
☒ Publish Certified Contests
[Ballot Styles](#)
☒ Ballot Review
☒ Print Labels
[Official Register](#)
[Election Expenses](#)
[Election Results](#)
[Process Official Register](#)
[Duplicate Ballot Report](#)
☒ Close Election
[Exit](#)

[Refresh Wizard Status](#)

Districts

Code - Name	Control County
22 - Jefferson	Jefferson
CC_2B - WARD #2B	Jefferson
CW_B - BOULDER CITY	Jefferson

Offices

County Attorney/Public Administrator
County Clerk and Recorder/County Assessor/Surveyor
County Commissioner District 2
County Commissioner District 3
County Superintendent of Schools
County Treasurer

[New](#) [Details](#) [Delete](#)

Candidates

Name	Political Party	Status	Ballot Position	Pe
VOTER, TEST V...	No Party	Certified	1	NC

[New](#) [Details](#) [Delete](#)

Issues

Caption	Issues #
---------	----------

[New](#) [Delete](#) [Issue Sequences](#)

☒ Process Completed

Issues & Offices –

Certify Candidates

- In the Status field it should display certified.
- You will need to manually change the status to Certified if you bring candidates from the primary into the general, by entering primary election results rather than by having to manually enter candidates.

The screenshot shows the 'Election Management' application window. The top navigation bar includes links for Ballot Styles, Address Library, Pull Petitions, Polling Places, CASS, Districts/Precincts, and Reports. The main header displays 'Election Date: Dec-08-2011', 'Election Type: Special', and 'Description: 11 Example election 2011'. The left sidebar contains a list of options: Election Details, Include Certified Contests, Pull Contests, Issues & Offices (highlighted), Publish Certified Contests, Ballot Styles, Ballot Review, Print Labels, Official Register, Election Expenses, Election Results, Process Official Register, Duplicate Ballot Report, Close Election, and Exit. The main content area shows details for 'District: WARD 3 - WARD 3' and 'Position: City Council Member Ward 3'. It includes fields for Last Name (SMITH), First Name (CORINA), Middle Name (JOANN), and Suffix. The 'Status' dropdown menu is open, showing options: Filed, Certified (selected), Withdrawn, and Contested. Other fields include Ballot Number, Filing Date (11/28/2011), Political Party, Incumbent (checkbox), and Ballot Position (1.00). Below these is an 'Address' section with a table of addresses (Mailing, Residence, Work) and their last updated dates. At the bottom, there are 'Satisfying Eligibility Requirements' and 'System Requirements' sections, and a 'Validate Candidate' button. The bottom right corner has 'Save & Add New', 'Save', and 'Close' buttons.

Address Type	Address	Last Updated
Mailing	2140 W GREENOUGH DR, MISSOULA, MT 59802	11/28/2011
Residence	1285 RIVER ST, MISSOULA, MT 59801	11/28/2011
Work Address		

Issues & Offices – Certify Candidates

Verify all candidates are showing with the correct party and that their status is “certified”. (Highlight the candidate and select “details”)

Note: if a candidate is later determined by the CPP to be ineligible, or if a candidate withdraws, you must remember to go in and change **certified** to **filed, withdrawn, or contested** before finalizing candidates.

Election Management
Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

[Voter Search](#) [Help](#)

Election Date: Nov-04-2014 Election Type: Federal General Description: Test General

Issues & Offices

- ✓ Election Details
- ✓ Include Certified Contests
- ✓ Pull Contests
- ✓ Issues & Offices
- ✓ Publish Certified Contests
- Ballot Styles
- ✓ Ballot Review
- ⚠ Print Labels
- Official Register
- Election Expenses
- Election Results
- Process Official Register
- Duplicate Ballot Report
- ⚠ Close Election
- Exit

[Refresh Wizard Status](#)

Districts

Code - Name	Control County
22 - Jefferson	Jefferson
CC_2B - WARD #2B	Jefferson
CW_B - BOULDER CITY	Jefferson

Offices

County Attorney/Public Administrator
County Clerk and Recorder/County Assessor/Surveyor
County Commissioner District 2
County Commissioner District 3
County Superintendent of Schools
County Treasurer

New Details Delete

Candidates

Name	Political Party	Status	Ballot Position	Pe
VOTER, TEST V...	No Party	Certified	1	NC

Details Delete

Issues

Issues #

New Details Delete Issue Sequences

✓ Process Completed

Issues & Offices –

Creating New Issues

- Click the **New** button under Issues to add in a new local ballot issue to your election.

The screenshot shows the 'Election Management' application window. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts/Precincts', and 'Reports'. The main header displays 'Election Date: Dec-08-2011', 'Election Type: Special', and 'Description: 11 Example election 2011'. On the left, a sidebar lists various functions: 'Election Details', 'Include Certified Contests', 'Pull Contests', 'Issues & Offices' (highlighted), 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels', 'Official Register', 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. The central area is divided into three sections: 'Districts' (with a table showing 'WARD 3 - WARD 3' in 'Missoula'), 'Offices' (with a table showing 'City Council Member Ward 3'), and 'Issues' (with a table showing 'Caption' and 'Issues #'). Each section has 'New', 'Details', and 'Delete' buttons. A large orange arrow points from the 'Refresh' button at the bottom left to the 'New' button in the 'Issues' section.

Code - Name	Control County
WARD 3 - WARD 3	Missoula

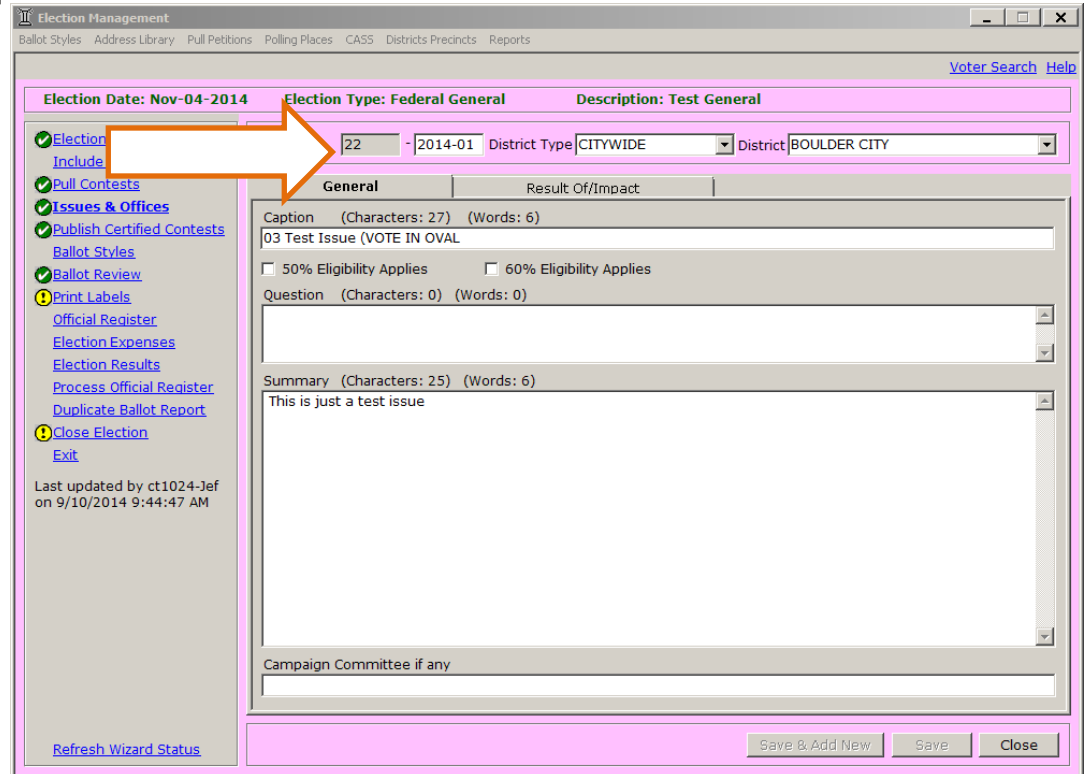
Name	Political Party	Status	Ballot Position	Pe
------	-----------------	--------	-----------------	----

Caption	Issues #
---------	----------

Issues & Offices –

Creating New Issues

- Enter a unique Issue Number and select the District Type and District from the dropdown boxes.
- The name you give the **Issue No.** is left to up to the county.



The screenshot displays the 'Election Management' application window. The top header shows the election date as 'Nov-04-2014', the type as 'Federal General', and the description as 'Test General'. The left sidebar contains a list of navigation links, with 'Issues & Offices' highlighted. The main form area is divided into sections for 'General' and 'Result Of/Impact'. The 'General' section includes fields for 'Issue Number' (22), 'Year' (2014-01), 'District Type' (CITYWIDE), and 'District' (BOULDER CITY). Below these are fields for 'Caption' (03 Test Issue (VOTE IN OVAL)), 'Question' (This is just a test issue), and 'Summary' (This is just a test issue). The bottom of the window features buttons for 'Save & Add New', 'Save', and 'Close'.

Issues & Offices –

Creating New Issues

- Enter a **Caption** for the issue.

The screenshot shows the 'Election Management' application window. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts/Precincts', and 'Reports'. The main header displays 'Election Date: Nov-04-2014', 'Election Type: Federal General', and 'Description: Test General'. On the left, a sidebar contains a list of actions: 'Election Details' (checked), 'Include Certified Contests' (checked), 'Pull Contests' (checked), 'Cancel Entry', 'Ballot Review' (checked), 'Print Labels' (with a warning icon), 'Official Register', 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election' (with a warning icon), and 'Exit'. An orange arrow points from the 'Print Labels' link to the 'Caption' field in the 'General' tab. The 'General' tab is active, showing 'Issues No.' as '22 - 01', 'District Type' as 'COUNTYWIDE', and 'District' as 'Jefferson'. The 'Caption' field (46 characters, 11 words) contains the text '3 This is just a test issue (VOTE IN ONE OVAL)'. Below it are checkboxes for '50% Eligibility Applies' and '60% Eligibility Applies'. The 'Question' field (0 characters, 0 words) is empty. The 'Summary' field (78 characters, 16 words) contains the text 'This is the area that you would want to put the text of your ballot issue.' At the bottom, there is a 'Campaign Committee if any' field and buttons for 'Save & Add New', 'Save', and 'Close'. A 'Refresh Wizard Status' link is at the bottom left.

Issues & Offices – Caption Field Example

The caption field has to have the following information:

The order **number** of the ballot issue.

- **First #s:** State Ballot issues
- **Second #s:** County Issues
- **Third #s:** City Issues
- **Fourth #s:** Special district issues. (Please note, if this is a county wide special district, you would likely want to put it with the county issues.)

The screenshot shows the 'Election Management' application window. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts/Precincts', and 'Reports'. The main header displays 'Election Date: Nov-04-2014', 'Election Type: Federal General', and 'Description: Test General'. On the left, a sidebar lists various functions: 'Election Details', 'Include Certified Contests', 'Pull Contests', 'Issues & Offices' (highlighted with an orange arrow), 'Publish Certified Co', 'Ballot Styles', 'Ballot Review', 'Print Labels', 'Official Register', 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. The main form area has two tabs: 'General' and 'Result Of/Impact'. The 'General' tab is active, showing a 'Caption' field with the text '3 a test issue (VOTE IN ONE OVAL)'. Below this is a 'Question' field. At the bottom of the form, there is a 'Campaign Committee if any' field. The bottom bar contains 'Save & Add New', 'Save', and 'Close' buttons. Two orange arrows point to the 'Caption' field, highlighting the number '3' and the text 'a test issue (VOTE IN ONE OVAL)'.

If the state has two ballot issues, your first ballot issue will start with the number 3. If the state has zero ballot issues, your first number will be 1.

Issues & Offices – The # You Start With.

The number that you start with will likely change every election cycle.

The screenshot displays the 'Election Management' software interface. The top navigation bar includes links for Ballot Styles, Address Library, Pull Petitions, Polling Places, CASS, Districts/Precincts, and Reports. The main header shows 'Election Date: Nov-04-2014', 'Election Type: Federal General', and 'Description: Test General'. On the left, a sidebar lists various functions: Election Details, Include Certified Contests, Pull Contests, Issues & Offices (highlighted with an orange arrow), Publish Certified Contests, Ballot Styles, Ballot Review, Print Labels, Official Register, Election Expenses, Election Results, Process Official Register, Duplicate Ballot Report, Close Election, and Exit. The main content area is divided into two tabs: 'General' and 'Result Of/Impact'. The 'General' tab is active, showing fields for 'Issues No.' (22), 'District Type' (COUNTYWIDE), and 'District' (Jefferson). Below these, there are sections for 'Caption' (a test issue (VOTE IN ONE OVAL)), 'Eligibility' (60% Eligibility Applies), and 'Question' (Characters: 0) (Words: 0). A large text area for 'Summary' (Characters: 78) (Words: 16) contains the text: 'This is the area that you would want to put the text of your ballot issue.' At the bottom, there is a 'Campaign Committee if any' field and buttons for 'Save & Add New', 'Save', and 'Close'. An orange arrow points from the 'Issues & Offices' link in the sidebar to the 'Issues No.' field.

Issues & Offices – Caption Field Example

The caption field has to have the following information:

- The Title of the Ballot Issue

The screenshot shows the 'Election Management' application window. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts/Precincts', and 'Reports'. The main header displays 'Election Date: Nov-04-2014', 'Election Type: Federal General', and 'Description: Test General'. A sidebar on the left contains a list of links: 'Election Details', 'Include Certified Contests', 'Pull Contests', 'Issues & Offices' (highlighted with an orange arrow), 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels', 'Official Register', 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. The main form area has two tabs: 'General' and 'Result Of/Impact'. The 'General' tab is active, showing a 'Caption' field with the text 'This is just a test issue' and a character/word count of '(Characters: 46) (Words: 11)'. Below the caption field are two checkboxes: '50% Eligibility Applies' (checked) and '60% Eligibility Applies' (unchecked). An orange arrow points to the '50% Eligibility Applies' checkbox. Below these is a 'Question' field with a character/word count of '(Characters: 0) (Words: 0)'. At the bottom of the form is a 'Summary' field with a character/word count of '(Characters: 78) (Words: 16)' and the text 'This is the area that you would want to put the text of your ballot issue.' The bottom bar contains three buttons: 'Save & Add New', 'Save', and 'Close'. A 'Refresh Wizard Status' link is located in the bottom left corner of the sidebar area.

Issues & Offices – Caption Field Example

The caption field has to have the following information:

- The text (VOTE IN ONE OVAL) or similar language.

The screenshot shows the 'Election Management' application window. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts/Precincts', and 'Reports'. The main window has a pink header with 'Election Date: Nov-04-2014', 'Election Type: Federal General', and 'Description: Test General'. On the left is a sidebar with a tree view containing 'Election Details', 'Include Certified Contests', 'Pull Contests', 'Issues & Offices' (selected), 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels', 'Official Register', 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. The main area is divided into two tabs: 'General' and 'Result Of/Impact'. The 'General' tab is active, showing a 'Caption' field with a character count of 46 and a word count of 11. The text entered is '3 This is just e (VOTE IN ONE OVAL)'. An orange arrow points to the 'Caption' field, and another orange arrow points to the text '(VOTE IN ONE OVAL)'. Below the 'Caption' field is a 'Question' field with a character count of 0 and a word count of 0. At the bottom of the window are buttons for 'Save & Add New', 'Save', and 'Close'.

Issues & Offices –

Creating New Issues

- Enter the question wording for the issue into the **Summary** field.
- Click on the **Result of/Impact** tab.

The screenshot shows the 'Election Management' application window. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts Precincts', and 'Reports'. The main header displays 'Election Date: Nov-04-2014', 'Election Type: Federal General', and 'Description: Test General'. On the left sidebar, the 'Issues & Offices' link is highlighted. The main form area has two tabs: 'General' (selected) and 'Result Of/Impact'. The 'General' tab contains fields for 'Issues No.' (22), 'District Type' (COUNTYWIDE), and 'District' (Jefferson). Below these are sections for 'Caption' (3 characters, 11 words) and 'Question' (0 characters, 0 words). The 'Summary' section (78 characters, 16 words) contains the text 'This is the area that you would want to put the text of your ballot issue.' An orange arrow points to the 'Result Of/Impact' tab, and another orange arrow points to the 'Summary' text area. The bottom bar has 'Save & Add New', 'Save', and 'Close' buttons.

Issues & Offices –

Creating New Issues

- In the **Result of Yes** enter the For text.
- In the **Result of No** enter the Against text.
- If you require text after the For/Against statement, you will enter it into the **Financial Impact** area.
- Click either **Save** or **Save & New**.

The screenshot displays the 'Election Management' application window. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts/Precincts', and 'Reports'. The main header shows 'Election Date: Nov-04-2014', 'Election Type: Federal General', and 'Description: Test General'. On the left, a sidebar lists various functions: 'Election Details', 'Include Certified Contests', 'Pull Contests', 'Issues & Offices' (highlighted), 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels', 'Official Register', 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. The main content area is divided into three sections: 'General' (containing 'Issues No.' 22-05, 'Strict Type' COUNTYWIDE, and 'District' Jefferson), 'Result Of/Impact' (with 'Result Of Yes' and 'Result Of No' text entry areas), and 'Financial Impact' (a large text area). At the bottom right, there are buttons for 'Save & Add New', 'Save', and 'Close'. A 'Refresh Wizard Status' link is located at the bottom left of the sidebar.

Issues & Offices – Overview

- The new issue will show along with any other issues or contests you have added.
- Once you have finished adding all contests and issues check the Process Completed box.

Election Management
Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

[Voter Search](#) [Help](#)

Election Date: Dec-08-2011 **Election Type:** Special **Description:** 11 Example election 2011

Issues & Offices

- ✓ Election Details
- ✓ Include Certified Contests
- ✓ Pull Contests
- ✓ Issues & Offices
- ✓ Publish Certified Contests
- ⚠ Ballot Styles
- Ballot Review
- Print Labels
- Official Register
- Election Expenses
- Election Results
- Process Official Register
- Duplicate Ballot Report
- ⚠ Close Election
- Exit

[Refresh Wizard Status](#)

Districts

Code - Name	Control County
SLY FIRE - SEELEY LAKE ...	Missoula
WARD 3 - WARD 3	Missoula

☒ Process Completed

Offices

New Details Delete

Candidates

Name	Political Party	Status	Ballot Position	Pe
------	-----------------	--------	-----------------	----

New Details Delete

Issues

Caption	Issues #
Test Fire Issue	1

New Details Delete Issue Sequences

- Refresh Wizard Status

Publish Certified Contests— Overview

- The Publish Certified Contests screen allows you to share offices and issues you have entered with other counties that have shared districts.
- Check entries and click save to share them.
- Otherwise Check Process Completed

The screenshot shows the 'Election Management' application window. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts Precincts', and 'Reports'. The main area displays 'Election Date: Dec-08-2011', 'Election Type: Special', and 'Description: 11 Example election 2011'. On the left sidebar, the 'Publish Certified Contests' option is highlighted. Below the sidebar is a 'Refresh Wizard Status' link. The main content area is divided into three sections: 'Shared Districts', 'Certify Offices', and 'Certify Issues', each with a table for data entry. At the bottom, there is a 'Process Completed' checkbox (checked), a 'Save' button, and a 'Select All' button. An orange arrow points from the 'Refresh Wizard Status' link to the 'Process Completed' checkbox.

- Refresh Wizard Status

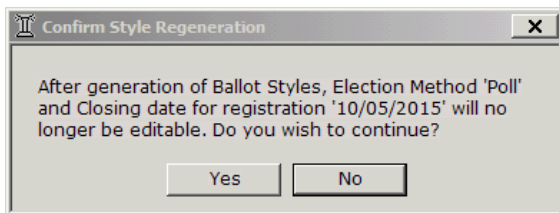
Ballot Styles – Generate Styles

- The next step to set up your election is to Generate Ballot Styles.
- You will need to Refresh Wizard Status if you have not been doing it after each prior step.

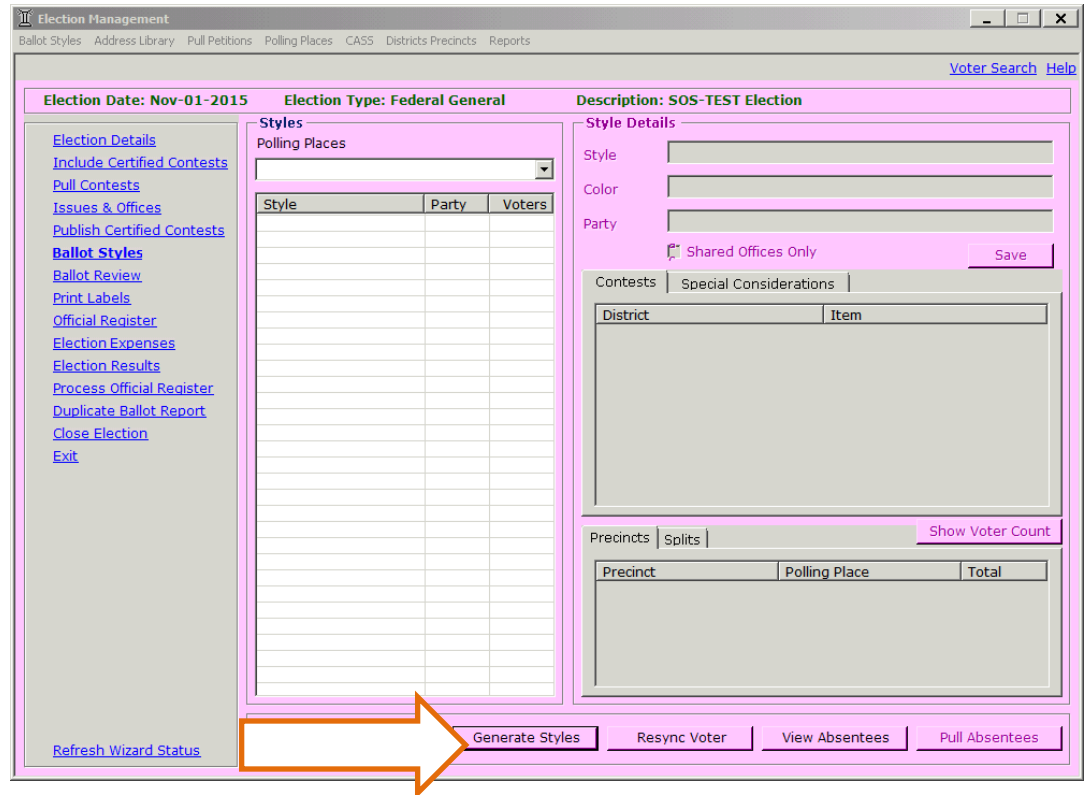
The screenshot shows the 'Election Management' software interface. The top navigation bar includes links for Ballot Styles, Address Library, Pull Petitions, Polling Places, CASS, Districts/Precincts, and Reports. The main header displays 'Election Date: Nov-01-2015', 'Election Type: Federal General', and 'Description: SOS-TEST Election'. On the left, a sidebar menu lists various election management tasks, with 'Ballot Styles' highlighted and an orange arrow pointing to it. The central area is titled 'Styles' and contains a 'Polling Places' dropdown menu and a table with columns for 'Style', 'Party', and 'Voters'. To the right, the 'Style Details' section includes input fields for 'Style', 'Color', and 'Party', along with a 'Shared Offices Only' checkbox and a 'Save' button. Below this, there are sections for 'Contests' and 'Special Considerations', each with a table for 'District' and 'Item'. At the bottom, there are checkboxes for 'Ballot Styles Renamed' and 'Process Completed', and buttons for 'Generate Styles', 'Resync Voter', 'View Absentees', and 'Pull Absentees'. A 'Refresh Wizard Status' link is located in the bottom left corner of the main content area.

Ballot Styles – Generate Styles

- Click the **Generate Styles** button to generate ballot styles.
- The following message will display, warning you that your election details will no longer be modifiable if you continue.



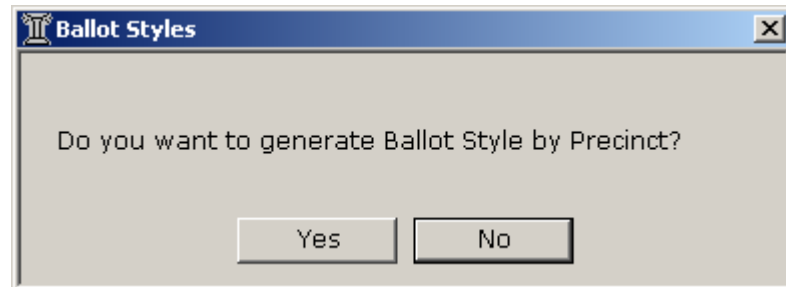
- Click **Yes** when ready.



Ballot Styles –

Generate Styles

- You will next be asked if you want to generate Ballot Styles by **Precinct**.
- If so click **Yes**.
- Clicking **No** will generate Ballot Style by DISTRICT.



Ballot Styles – Generate Styles

- Newly generated Ballot Styles will be listed under styles.
- A confirmation message will display at the top of the screen.
- Ballot styles will generate with a system defaulted number for a name.
(a)

Election Management
Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

Ballot Styles generated successfully. (Please 'Refresh Wizard Status'). [Voter Search](#) [Help](#)

Election Date: Nov-01-2015 **Election Type:** Federal General **Description:** SOS-TEST Election

Style Details
Style: 1
Color:
Party:
☐ Shared Offices Only [Save](#)

Contests | **Special Considerations**

District	Item
Jefferson	County Attorney/Public Admi...
Jefferson	County Clerk and Recorder/C...

Precincts | **Splits** | [Show Voter Count](#)

Precinct	Polling Place	Total
PREC.09 - PREC.09-75	MONTANA CITY SCHOOL	

☐ Ballot Styles Renamed
☐ Process Completed

[Generate Styles](#) [Resync Voter](#) [View Absentees](#) [Pull Absentees](#)

[Refresh Wizard Status](#)

Styles
Polling Places

Style	Party	Voters
1		1124
10		1250
2		1032
3		478
4		1011
5		559
6		1099
7		78
8		182
9		1250

Ballot Styles – Generate Styles

- Ballot Styles should be renamed so as to be more easily recognizable.
- Click on the Ballot Style you would like to rename and then enter a new name under Style Details (b).
- Click **Save**

Election Management
Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

Ballot Styles generated successfully. (Please 'Refresh Wizard Status'). [Voter Search](#) [Help](#)

Election Date: Nov-01-2015 Election Type: Federal General Description: SOS-TEST Election

[Election Details](#)
[Include Certified Contests](#)
[Pull Contests](#)
[Issues & Offices](#)
[Publish Certified Contests](#)
[Ballot Styles](#)
[Ballot Review](#)
[Print Labels](#)
[Official Register](#)
[Election Expenses](#)
[Election Results](#)
[Process Official Register](#)
[Duplicate Ballot Report](#)
[Close Election](#)
[Exit](#)

Styles
Polling Places

Style	Party	Voters
1		1124
10		1250
2		1032
		478
		1011
		559
		1099
		78
		182
		1250

Style Details

Style:
Color:
Party:
☐ Shared Offices Only

Contests | Special Considerations

District	Item
Jefferson	County Attorney/Public A
Jefferson	County Clerk and Record

Precincts | Splits |

Precinct	Polling Place	Total
PREC.09 - PREC.09-75	MONTANA CITY SCHOOL	

☐ Ballot Styles Renamed
☐ Process Completed

- Be sure to click **Save** after changing each style name or your modifications will be lost.

Helpful Hint– Ballot Name

If you are unsure what to name your ballot style, click on the **style** number (a) and check the **Precincts** box (b). This shows you what precinct the ballot style is associated with.

- If you need further clarification, look at the **Contests** box. This will show you what races are on the ballot style.

The screenshot shows the 'Election Management' software interface. The main window has a title bar and a menu bar with options: Ballot Styles, Address Library, Pull Petitions, Polling Places, CASS, Districts/Precincts, Reports. Below the menu bar is a status bar that says 'Ballot Styles generated successfully. (Please 'Refresh Wizard Status'.)' and links for 'Voter Search' and 'Help'.

The interface is divided into several sections:

- Election Date:** Nov-01-2015
- Election Type:** Federal General
- Description:** SOS-TEST Election

On the left is a sidebar with a list of links: Election Details, Include Certified Contests, Pull Contests, Issues & Offices, Publish Certified Contests, **Ballot Styles** (highlighted), Ballot Review, Print Labels, Official Register, Election Expenses, Election Results, Process Official Register, Duplicate Ballot Report, Close Election, Exit.

The main content area is divided into three panes:

- Styles:** A table with columns 'Style', 'Party', and 'Voters'. It shows two rows: Style 1 with 1124 voters and Style 0 with 1250 voters. An orange arrow labeled 'a' points to the 'Style' column header.
- Style Details:** A form with fields for 'Style' (set to 1), 'Color', and 'Party'. There is a checkbox for 'Shared Offices Only' and a 'Save' button.
- Contests:** A table with columns 'District' and 'Item'. It shows two rows: Jefferson County Attorney/Public Admin... and Jefferson County Clerk and Recorder/C....

At the bottom right, there is a section for **Precincts** and **Splits**. The 'Precincts' tab is active, showing a table with columns 'Precinct', 'Polling Place', and 'Total'. It shows one row: PREC.09 - PREC.09-75, MONTANA CITY SCHOOL. An orange arrow labeled 'b' points to this row.

At the bottom of the window, there are checkboxes for 'Ballot Styles Renamed' and 'Process Completed', and buttons for 'Generate Styles', 'Resync Voter', 'View Absentees', and 'Pull Absentees'. A 'Refresh Wizard Status' link is also present in the bottom left.

Ballot Styles – Resync Voter

Once ballot styles have been generated MT Votes automatically re-syncs whenever new voters are registered to ensure all eligible voters are included in an election.

This process can be forced to run manually by clicking the **resync voter** button.

The screenshot shows the 'Election Management' software interface. The title bar reads 'Election Management'. The menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts Precincts', and 'Reports'. A status bar at the top says 'Ballot Styles generated successfully. (Please "Refresh Wizard Status".)' and includes links for 'Voter Search' and 'Help'.

The main interface is divided into several sections:

- Election Date:** Dec-08-2011
- Election Type:** Special
- Description:** 11 Example election 2011

On the left is a sidebar with a list of actions, each with a green checkmark icon:

- ✓ Election Details
- ✓ Include Certified Contests
- ✓ Pull Contests
- ✓ Issues & Offices
- ✓ Publish Certified Contests
- ⚠ Ballot Styles (highlighted)
- Ballot Review
- Print Labels
- Official Register
- Election Expenses
- Election Results
- Process Official Register
- Duplicate Ballot Report
- ⚠ Close Election
- Exit

The 'Ballot Styles' section is active, showing a table with columns 'Style', 'Party', and 'Voters':

Style	Party	Voters
1		1375
2		9745

Below this table is a 'Refresh Wizard' link. To the right of the table is a 'Polling Places' dropdown menu.

On the right side of the interface, there are two main panels:

- Style Details:** Contains fields for 'Style' (set to 1), 'Color', and 'Party'. There is a 'Shared Offices Only' checkbox and a 'Save' button.
- Contests:** A table with columns 'District' and 'Item'. It shows one entry: 'SEELEY LAKE FIRE' with item '1 - Test Fire Issue'.
- Precincts | Splits:** A tabbed interface. The 'Precincts' tab is active, showing a table with columns 'Precinct', 'Polling Place', and 'Total'. It lists several precincts including 'POTO 2 - POTOMAC 2', '03 - PRECINCT 03', '04 - PRECINCT 04', '05 - PRECINCT 05', and 'SEEL 1 - SEELEY 1'.

At the bottom right, there are three buttons: 'Resync Voter', 'View Absentees', and 'Pull Absentees'. An orange arrow points to the 'Resync Voter' button.

Ballot Styles – Generate Styles

- A confirmation message will display after each ballot style name is changed.
- The re-named ballot styles will be listed under Style.
- Once a name has been used for a ballot style it cannot be applied to an alternative ballot style.

Election Management
Ballot Styles Address Library Pull Petitions Polling Places

Ballot Style successfully saved. [Voter Search](#) [Help](#)

Election Date: Nov-01-2015 **Election Type:** Federal General **Description:** SOS-TEST Election

[Election Details](#)
[Include Certified Contests](#)
[Pull Contests](#)
[Issues & Offices](#)
[Publish Certified Contests](#)
[Ballot Styles](#)
[Ballot Review](#)
[Print Labels](#)
[Official Register](#)
[Election Expenses](#)
[Election Results](#)
[Process Official Register](#)
[Duplicate Ballot Report](#)
[Close Election](#)
[Exit](#)

Styles
Polling Places

Style	Party	Voters
PREC_9		1124
10		1250
2		1032
3		478
		1011
5		559
6		1099
7		78
8		182
9		1250

Style Details
 Style: PREC_9
 Color:
 Party:
☐ Shared Offices Only

Contests | **Special Considerations**

District	Item
Jefferson	County Attorney/Public Admi...
Jefferson	County Clerk and Recorder/C...

Precincts | **Splits** |

Precinct	Polling Place	Total
PREC.09 - PREC.09-75	MONTANA CITY SCHOOL	

☐ Ballot Styles Renamed ☐ Process Completed

[Refresh Wizard Status](#)

Ballot Styles – Pull Absentees

- This step should only be done when you are ready to start preparation of your absentee ballots. As soon as you pull absentees, these voters go into an **Active/Prepared** status.
- (NEW 2015) When you are ready, click **pull absentees**. The button will be grayed out, like it is in the example image, if you have not checked the box called **Ballot Styles Renamed**.

The screenshot shows the 'Election Management' application window. At the top, a status bar indicates 'Ballot Style successfully saved.' The main interface is divided into several sections:

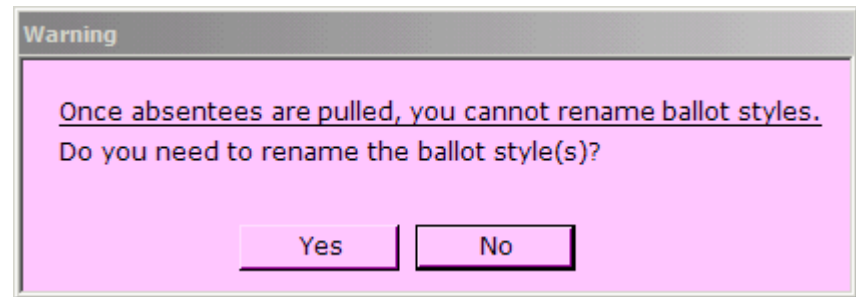
- Election Details:** Election Date: Nov-01-2015, Election Type: Federal General, Description: SOS-TEST Election.
- Left Navigation Menu:** Includes links for Election Details, Include Certified Contests, Pull Contests, Issues & Offices, Publish Certified Contests, **Ballot Styles** (highlighted), Ballot Review, Print Labels, Official Register, Election Expenses, Election Results, Process Official Register, Duplicate Ballot Report, Close Election, and Exit.
- Styles Section:** Contains a 'Polling Places' dropdown and a table of ballot styles.
- Style Details:** Fields for Style (PREC_9), Color, and Party, with a 'Save' button.
- Contests:** A table with columns for District and Item, showing Jefferson County Attorney and County Clerk positions.
- Precincts/Splits:** A table with columns for Precinct, Polling Place, and Total, showing PREC.09 - PREC.09-75 at MONTANA CITY SCHOOL.
- Bottom Panel:** Contains checkboxes for 'Ballot Styles Renamed' and 'Process Completed', a 'Generate Styles' button, and a 'Pull Absentees' button.

Two orange arrows are overlaid on the image: one points from the 'Ballot Styles' link in the left menu to the 'Ballot Styles Renamed' checkbox, and the other points from the 'Pull Absentees' button to the text in the second bullet point of the list.

Ballot Styles –

Pull Absentees

- When you click **Pull Absentees** you will be prompted with the following pop-up.
- Answering **Yes** to this question will bring you back to the rename ballot styles screen.
- Answering **No** will continue the pull process.



Ballot Styles – Pull Absentees

- The **Pull Absentees** button will have different functionality depending on whether you are setting up a Poll or Vote-by-Mail Election.

The screenshot shows the 'Election Management' software interface. At the top, a status bar indicates 'Ballot Style successfully saved.' and provides links for 'Voter Search' and 'Help'. The main header displays 'Election Date: Nov-01-2015', 'Election Type: Federal General', and 'Description: SOS-TEST Election'. A left sidebar contains a list of navigation links: Election Details, Include Certified Contests, Pull Contests, Issues & Offices, Publish Certified Contests, Ballot Styles, Ballot Review, Print Labels, Official Register, Election Expenses, Election Results, Process Official Register, Duplicate Ballot Report, Close Election, and Exit. The 'Ballot Styles' link is highlighted. The main content area is divided into several sections. The 'Styles' section shows a table of ballot styles with columns for Style, Party, and Voters. The 'Style Details' section shows the details for 'PREC_9', including Style, Color, and Party. The 'Contests' section shows a table of contests with columns for District and Item. The 'Precincts' section shows a table of precincts with columns for Precinct, Polling Place, and Total. At the bottom, there are checkboxes for 'Ballot Styles Renamed' and 'Process Completed', and a 'Pull Absentees' button. An orange arrow points to the 'Pull Absentees' button.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

Ballot Style successfully saved. Voter Search Help

Election Date: Nov-01-2015 Election Type: Federal General Description: SOS-TEST Election

[Election Details](#)
[Include Certified Contests](#)
[Pull Contests](#)
[Issues & Offices](#)
[Publish Certified Contests](#)
[Ballot Styles](#)
[Ballot Review](#)
[Print Labels](#)
[Official Register](#)
[Election Expenses](#)
[Election Results](#)
[Process Official Register](#)
[Duplicate Ballot Report](#)
[Close Election](#)
[Exit](#)

[Refresh Wizard Status](#)

Styles

Polling Places

Style	Party	Voters
PREC_9		1124
10		1250
2		1032
3		478
4		1011
5		559
6		1099
7		78
8		182
9		1250

Style Details

Style: PREC_9

Color:

Party:

☐ Shared Offices Only Save

Contests | Special Considerations

District	Item
Jefferson	County Attorney/Public Admi...
Jefferson	County Clerk and Recorder/C...

Precincts | Splits | Show Voter Count

Precinct	Polling Place	Total
PREC.09 - PREC.09-75	MONTANA CITY SCHOOL	

☒ Ballot Styles Renamed
☐ Process Completed

Pull Absentees

Ballot Styles – Pull Absentees

Poll Election

- Clicking the Pull Absentees button will only pull voters with absentee requests on file and voters on the current absentee list.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

Ballot Style successfully saved. [Voter Search](#) [Help](#)

Election Date: Nov-01-2015 **Election Type:** Federal General **Description:** SOS-TEST Election

Style Details

Style:
Color:
Party:
☐ Shared Offices Only

Contests | **Special Considerations**

District	Item
Jefferson	County Attorney/Public Admi...
Jefferson	County Clerk and Recorder/C...

Precincts | **Splits** |

Precinct	Polling Place	Total
PREC.09 - PREC.09-75	MONTANA CITY SCHOOL	

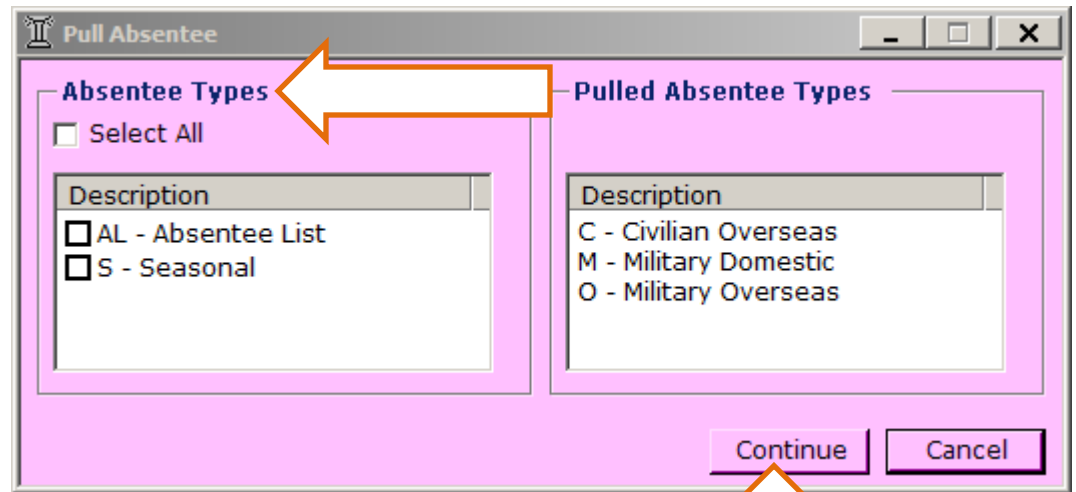
☒ Ballot Styles Renamed
☐ Process Completed

Ballot Styles –

Pull Absentees

Poll Election

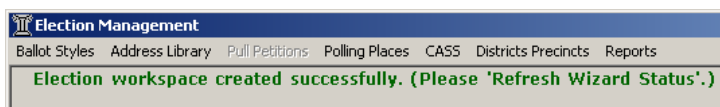
- A dialogue box will come up, allowing you to specify which absentee types you would like to pull.
- **Note: for federal elections, ALWAYS pull the 3 UOCAVA types first.**
- The window on the right shows absentee types you have already pulled.
- Click **Continue**



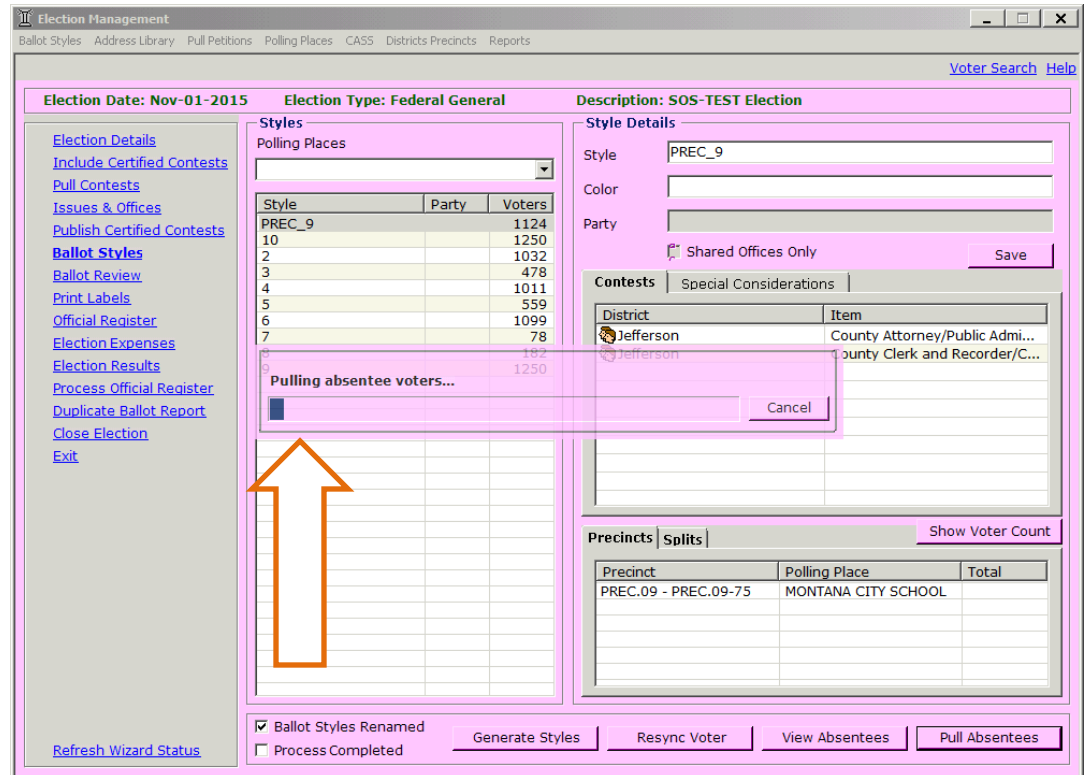
Ballot Styles – Pull Absentees

Poll Election

- Absentees will be pulled into the election.
- The following confirmation will display.



- Check Process Completed if you have pulled in all your absentees.



- Refresh Wizard Status

Ballot Styles – Pull Absentees

Vote-By-Mail Election

- Clicking the Pull Absentee button for a vote-by-mail election will pull in all Active voters.
- Inactive voters will not be pulled into the mail ballot election initially, but can reactivate and then be mailed a ballot.
- Click **Pull Absentees**

The screenshot shows the 'Election Management' software interface. The top navigation bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts Precincts', and 'Reports'. The main header displays 'Election Date: Dec-08-2011', 'Election Type: Special', and 'Description: 11 Example election 2011'. On the left, a sidebar lists various actions like 'Election Details', 'Include Certified Contests', 'Pull Contests', 'Issues & Offices', 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels', 'Official Register', 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. The central area is divided into 'Styles' and 'Style Details'. The 'Styles' section has a 'Polling Places' dropdown and a table with columns 'Style', 'Party', and 'Voters', containing rows for 'TEST 1' (1375 voters) and 'TEST 2' (9745 voters). The 'Style Details' section on the right allows editing 'Style' (TEST 1), 'Color', and 'Party', with a 'Save' button. Below this is the 'Contests' section with a table for 'District' and 'Item', showing 'SEELEY LAKE FIRE' with item '1 - Test Fire Issue'. At the bottom, the 'Precincts' section has a table with columns 'Precinct', 'Polling Place', and 'Total', listing precincts like 'POTO 2 - POTOMAC 2' and '03 - PRECINCT 03'. A pink banner at the bottom contains a 'Refresh Wizard Status' link, checkboxes for 'Ballot Styles Renamed' and 'Process Completed', and a 'Pull Absentees' button highlighted by a large orange arrow.

Style	Party	Voters
TEST 1		1375
TEST 2		9745

District	Item
SEELEY LAKE FIRE	1 - Test Fire Issue

Precinct	Polling Place	Total
POTO 2 - POTOMAC 2	GREENOUGH POTOMAC...	
03 - PRECINCT 03	SEELEY LAKE ELEMENT...	
04 - PRECINCT 04	SEELEY LAKE ELEMENT...	
05 - PRECINCT 05	SUNSET SCHOOL	
SEEL 1 - SEELEY 1	SEELEY LAKE ELEMENT...	

Ballot Styles – Pull Absentees

Vote-By-Mail Election

- Note that the Pulled Voter count does not match the totals indicated by the ballot styles.
- This is because the ballot styles include all active and inactive voters, whereas only active voters are pulled into a mail ballot election.

The screenshot displays the 'Election Management' software interface. The top navigation bar includes links for Ballot Styles, Address Library, Pull Petitions, Polling Places, CASS, Districts/Precincts, and Reports. The main window is titled 'Election Date: Dec-08-2011', 'Election Type: Special', and 'Description: 11 Example election 2011'. On the left, a sidebar contains a list of links: Election Details, Include Certified Contests, Pull Contests, Issues & Offices, Publish Certified Contests, Ballot Styles, Ballot Review, Print Labels, Official Register, Election Expenses, Election Results, Process Official Register, Duplicate Ballot Report, Close Election, and Exit. The central area is divided into several sections. The 'Styles' section shows a table with columns for Style, Party, and Voters, containing two rows: TEST 1 (1375) and TEST 2 (9745). An orange arrow points to this table. The 'Style Details' section shows a form for Style (TEST 1) and Color. The 'Contests' section shows a table with columns for District and Item, containing one row: SEELEY LAKE FIRE (1 - Test Fire Issue). The 'Retrieving voter details for 6381 voters' dialog box is open, with an orange arrow pointing to it. The 'Precincts' section shows a table with columns for Precinct, Polling Place, and Total, containing five rows: POTO 2 - POTOMAC 2, 03 - PRECINCT 03, 04 - PRECINCT 04, 05 - PRECINCT 05, and SEEL 1 - SEELEY 1. The bottom status bar includes a 'Refresh Wizard Status' button and a checkbox for 'Ballot Styles Renamed' (checked) and 'Process Completed' (unchecked). Other buttons at the bottom include 'Update Styles', 'Resync Voter', 'View Absentees', and 'Pull Absentees'.

Style	Party	Voters
TEST 1		1375
TEST 2		9745

District	Item
SEELEY LAKE FIRE	1 - Test Fire Issue

Precinct	Polling Place	Total
POTO 2 - POTOMAC 2	GREENOUGH POTOMAC...	
03 - PRECINCT 03	SEELEY LAKE ELEMENT...	
04 - PRECINCT 04	SEELEY LAKE ELEMENT...	
05 - PRECINCT 05	SUNSET SCHOOL	
SEEL 1 - SEELEY 1	SEELEY LAKE ELEMENT...	

Ballot Styles – Pull Absentees

Vote-By-Mail Election

- A confirmation message will display at the top of the screen.
- Check Process Completed.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

Election workspace created successfully. (Please 'Refresh Wizard Status'.)

Voter Search Help

Election Date: Dec-08-2011 Election Type: Special Description: 11 Example election 2011

Styles

Polling Places

Style	Party	Voters
TEST 1		1375
TEST 2		9745

Style Details

Style: TEST 1

Color:

Party:

☐ Shared Offices Only

Save

Contests | Special Considerations

District	Item
SEELEY LAKE FIRE	1 - Test Fire Issue

Precincts | Splits

Show Voter Count

Precinct	Polling Place	Total
POTO 2 - POTOMAC 2	GREENOUGH POTOMAC...	
03 - PRECINCT 03	SEELEY LAKE ELEMENT...	
04 - PRECINCT 04	SEELEY LAKE ELEMENT...	
05 - PRECINCT 05	SUNSET SCHOOL	
SEEL 1 - SEELEY 1	SEELEY LAKE ELEMENT...	

[Refresh Wizard Status](#)

☒ Ballot Styles Renamed

☐ Process Completed

Resync Voter View Absentees Pull Absentees

- Refresh Wizard Status

Ballot Review – Overview

- The Ballot Review screen will list all issues and offices that have been set up in the election.
- Only Certified Candidates will be displayed. *make sure that you have changed the status if a candidate becomes ineligible so that they are not included on the ballot.
- You can select certain ballot styles to look at to ensure that each style contains the correct race.
- After reviewing this screen and each style, check Process Completed.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

Voter Search Help

Election Date: Nov-04-2014 Election Type: Federal General Description: Test General

Ballot Styles PREC.01-71

Order Ballots

- Jefferson
 - County Commissioner District 2
 - County Commissioner District 3
 - County Clerk and Recorder/County Assessor/Surveyor
 - Bonnie Ramey
 - Sheriff/Coroner
 - Craig Doolittle
 - County Attorney/Public Administrator
 - TEST VOTER VOTER
 - County Superintendent of Schools
 - Garry A. Pace
 - County Treasurer
 - Justice of the Peace
 - Justice of the Peace
 - Dennis H. Giulio

Refresh Wizard Status

☒ Process Completed

Ballot Style Printing Save Reset

- Refresh Wizard Status

Overview

- The Print Labels screen functions the same for both Poll and Vote by Mail elections.
- Click **Label Printing** to begin.

Election Management

Ballot Styles | Address Library | Pull Petitions | Polling Places | CASS | Districts/Precincts | Reports

[Voter Search](#) | [Help](#)

Election Date: Dec-08-2011 **Election Type:** Special **Description:** 11 Example election 2011

- [✔ Election Details](#)
- [✔ Include Certified Contests](#)
- [✔ Pull Contests](#)
- [✔ Issues & Offices](#)
- [✔ Publish Certified Contests](#)
- [✔ Ballot Styles](#)
- [✔ Ballot Review](#)
- [⚠ Print Labels](#)
- Official Register
- [Election Expenses](#)
- [Election Results](#)
- Process Official Register
- [Duplicate Ballot Report](#)
- [⚠ Close Election](#)
- [Exit](#)

[Refresh Wizard Status](#)

Mailing Ballot Batches

0 Supplemental label(s) waiting to be printed.

6380 Main label(s) waiting to be printed.

Batch Date	Batch #	Batch Description
------------	---------	-------------------

☐ Process Completed

Print Labels– Label Printing

- Enter a Batch # and Description.
- The mailing date must be changed to the date you will actually be mailing the ballots.
 - It will default to the system date, but it must be changed to the actual mailing date so that the My Voter Page service reflects the correct mailing date.

The screenshot shows the 'Election Management' application window. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts/Precincts', and 'Reports'. The main window has a sidebar on the left with a tree view containing: 'Pull Contests', 'Issues & Offices', 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels' (highlighted with a yellow circle and an orange arrow pointing to the 'Batch #' field), 'Official Register', 'Election Expenses', 'Election Results', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. The main area displays the 'Print Labels' wizard. At the top, it shows 'Election Date: Dec-08-2011', 'Election Type: Special', and 'Description: 11 Example election 2011'. Below this, there are input fields for 'Batch #' (containing '1'), 'Description' (containing 'Test 1'), and 'Mailing Date' (containing '11/28/2011'). The 'Selection Criteria' section has tabs for 'Languages', 'Special Assis Type', and 'Ballot Types'. Under 'Ballot Types', there is a list of checkboxes: 'Civilian Overseas', 'Election Specific', 'Military Domestic', 'Military Overseas', 'Permanent All', 'Permanent Federal', and 'Seasonal'. Below this list is an 'Include' dropdown menu and a 'Clear' button. There is also an 'Only Provisional' checkbox. At the bottom of the 'Selection Criteria' section are 'Search' and 'Clear All' buttons. The 'Output Order' section has three dropdown menus for 'Field' and 'Order By', each with 'NONE' selected. The 'Output Type' section has radio buttons for 'Print Now' and 'Print To File', a 'Select Label' dropdown menu, and a 'Number of Copies' spinner set to '1' with a 'Collate' checkbox checked. At the bottom right are 'Print' and 'Close' buttons.

Print Labels– Label Printing

- Under Selection Criteria you can choose which label types to include in your batch.
- Not selecting anything will include all labels in the batch.
- The Search button will tell you how many labels will be printed.

The screenshot shows the 'Election Management' application window. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts Precincts', and 'Reports'. The main window displays election details: 'Election Date: Dec-08-2011', 'Election Type: Special', and 'Description: 11 Example election 2011'. On the left, a sidebar lists various options: 'Election Details', 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels' (highlighted with an orange arrow), 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. The 'Print Labels' option is selected, leading to the 'Selection Criteria' section. This section has tabs for 'Languages', 'Special Assis Type', and 'Ballot Types'. Under 'Ballot Types', there is a list of checkboxes: 'Civilian Overseas', 'Election Specific', 'Military Domestic', 'Military Overseas', 'Permanent All', 'Permanent Federal', and 'Seasonal'. An orange arrow points to the 'Include' dropdown menu below this list. At the bottom of the 'Selection Criteria' section are 'Search' and 'Clear All' buttons. To the right of the 'Selection Criteria' section are the 'Output Order' and 'Output Type' sections. The 'Output Order' section has three dropdown menus for 'Field' and 'Order By', all set to 'NONE'. The 'Output Type' section has radio buttons for 'Print Now' and 'Print To File', a 'Select Label' dropdown, and a 'Number of Copies' spinner set to 1. There is also a 'Collate' checkbox which is checked. At the bottom right of the window are 'Print' and 'Close' buttons.

Print Labels— Only Provisional

- It is also recommended that after you **pull absentees** you always do a search for **Only Provisionals**. Provisionally registered voters must be sent a form notifying the elector of the identification required.
- If the results come back greater than zero, create a batch of labels for these voters as they will need a provisional registered notification.

The screenshot shows the 'Election Management' application window. The title bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts Precincts', and 'Reports'. The main area displays 'Election Date: Dec-08-2011', 'Election Type: Special', and 'Description: 11 Example election 2011'. Below this, there are fields for 'Batch # 1', 'Description Test 1', and 'Mailing Date 11/28/2011'. The 'Selection Criteria' section has tabs for 'Languages', 'Special Assis Type', and 'Ballot Types'. Under 'Ballot Types', there is a list of checkboxes: 'Civilian Overseas', 'Election Specific', 'Military Domestic', 'Military Overseas', 'Permanent All', 'Permanent Federal', and 'Seasonal'. Below this list is an 'Include' dropdown and a 'Clear' button. At the bottom of the 'Selection Criteria' section, there is an unchecked checkbox labeled 'Only Provisional'. Below this checkbox are 'Search' and 'Clear All' buttons. To the right of the 'Selection Criteria' section, there is an 'Output Order' section with three dropdown menus for 'Field' and 'Order By', all set to 'NONE'. Below that is an 'Output Type' section with radio buttons for 'Print Now' and 'Print To File', a 'Select Label' dropdown, and a 'Number of Copies' spinner set to 1. A 'Collate' checkbox is checked. At the bottom right of the window are 'Print' and 'Close' buttons. Two orange arrows are overlaid on the image: one points from the 'Print Labels' link in the sidebar to the 'Only Provisional' checkbox, and the other points from the 'Only Provisional' checkbox to the 'Search' button.

Print Labels– Helpful Hint

UOCAVA Labels

It is recommended that when you print UOCAVA labels, that you select the three UOCAVA absentee types. Otherwise, any Election Specific absentees you have already entered will be automatically included in the labels.

The screenshot shows the 'Election Management' software interface. The top navigation bar includes links for Ballot Styles, Address Library, Pull Petitions, Polling Places, CASS, Districts/Precincts, and Reports. The main header displays 'Election Date: Nov-04-2014' and 'Election Type: Federal General'. On the left sidebar, the 'Print Labels' option is highlighted with a yellow warning icon. The main panel shows the 'Selection Criteria' for 'Absentee Types'. The 'Absentee Types' tab is active, showing a list of checkboxes: 'Absentee List' (unchecked), 'Civilian Overseas' (checked), 'Election Specific' (unchecked), 'Military Domestic' (checked), 'Military Overseas' (checked), and 'Seasonal' (unchecked). Below the list is an 'Include' dropdown menu and a 'Clear' button. At the bottom of the panel, there are 'Search' and 'Clear All' buttons.

Print Labels– Label Printing

- Under Output Order you can specify what sort order you would like your labels to have.
- Output Type allows you to specify Print Now or to Print to File, and which label type you would like to use.

The screenshot shows the 'Election Management' software interface. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts Precincts', and 'Reports'. The main window displays the 'Print Labels' wizard for a 'Special' election on 'Dec-08-2011'. The 'Selection Criteria' section on the left lists various ballot types, with 'Civilian Overseas' selected. The 'Output Order' section on the right allows specifying the sort order for the labels. The 'Output Type' section at the bottom allows choosing between 'Print Now' and 'Print To File', and selecting a label type. Two orange arrows point to the 'Output Order' and 'Output Type' sections.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

Voter Search Help

Election Date: Dec-08-2011 Election Type: Special Description: 11 Example election 2011

Batch # 1 Description Test 1 Mailing Date 11/28/2011

Selection Criteria

Languages Special Absentee Types Ballot Styles

☐ Civilian Overseas
☐ Election Specific
☐ Military Domestic
☐ Military Overseas
☐ Permanent All
☐ Permanent Federal
☐ Seasonal

Include Clear

☐ Only Provisional

Search Clear All

Output Order

Field Order By

NONE
 NONE
 NONE

Output Type

☐ Print Now ☐ Print To File

Select Label

Number of Copies 1 Collate ☒

Print Close

Print Labels– Label Printing

- Pay close attention to Output Order. Once you have printed the labels, there is no going back.
- **If** you have numerous ballot styles within a precinct, you will likely want to select your first sort option by “Style”.

The screenshot shows the 'Election Management' software interface. The top menu bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts Precincts', and 'Reports'. The main window has a title bar 'Election Management' and a status bar 'Voter Search Help'. The 'Election Date' is 'Nov-04-2014', 'Election Type' is 'Federal General', and 'Description' is 'Test General'. The left sidebar contains a list of options: 'Election Details', 'Include Certified Contests', 'Pull Contests', 'Issues & Offices', 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels' (highlighted with a yellow icon), 'Official Register', 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. The 'Print Labels' section is active, showing 'Batch #', 'Description', and 'Mailing Date' fields. The 'Selection Criteria' section has tabs for 'Languages' and 'Spec'. The 'Absentee Types' list includes 'Absentee List', 'Civilian Overseas' (checked), 'Election Specific', 'Military Domestic', 'Military Overseas', and 'Seasonal'. An orange arrow points to the 'Civilian Overseas' option. The 'Include' dropdown is set to 'Include' and the 'Clear' button is visible. The 'Only Provisional' checkbox is unchecked. The 'Output Order' section has 'Field' set to 'STYLE' and 'Order By' set to 'ASC'. The 'Output Type' section has 'Print Now' selected and 'Print To File' unselected. The 'Select Label' dropdown is set to 'Select Label'. The 'Number of Copies' is set to 1 and 'Collate' is checked. The 'Print' and 'Close' buttons are at the bottom right.

Print Labels– Label Printing

- Specify the number of copies you would like once you have entered Output Order and Type, and you have chosen the label type.
- Click **Print**

Election Management

Ballot Styles | Address Library | Pull Petitions | Polling Places | CASS | Districts Precincts | Reports

[Voter Search](#) [Help](#)

Election Date: Dec-08-2011 Election Type: Special Description: 11 Example election 2011

Batch # 1 Description Test 1 Mailing Date 11/28/2011

Selection Criteria

Languages | Special Assis Type | Ballot Types

Absentee Types | Ballot Styles

☐ Civilian Overseas
☐ Election Specific
☐ Military Domestic
☐ Military Overseas
☐ Permanent All
☐ Permanent Federal
☐ Seasonal

Include

☐ Only Provisional

Output Order

Field Order By

NONE

NONE

NONE

Output Type

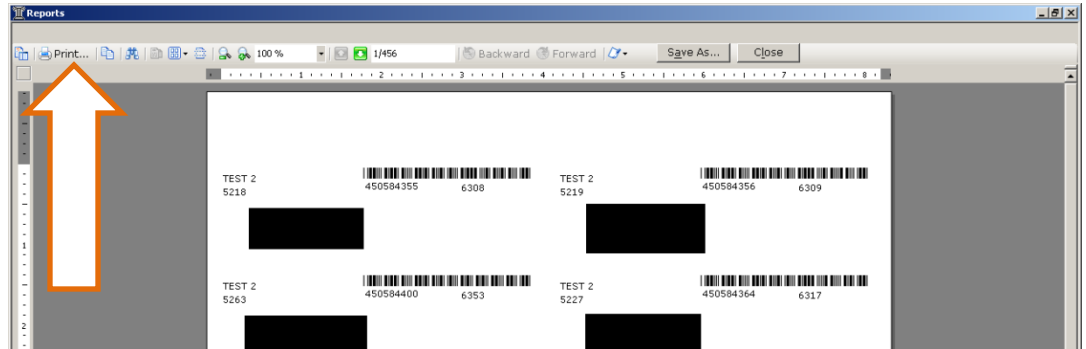
☐ Print Now ☐ Print To File

Select Label

Number of Copies 1 ☒ Collate

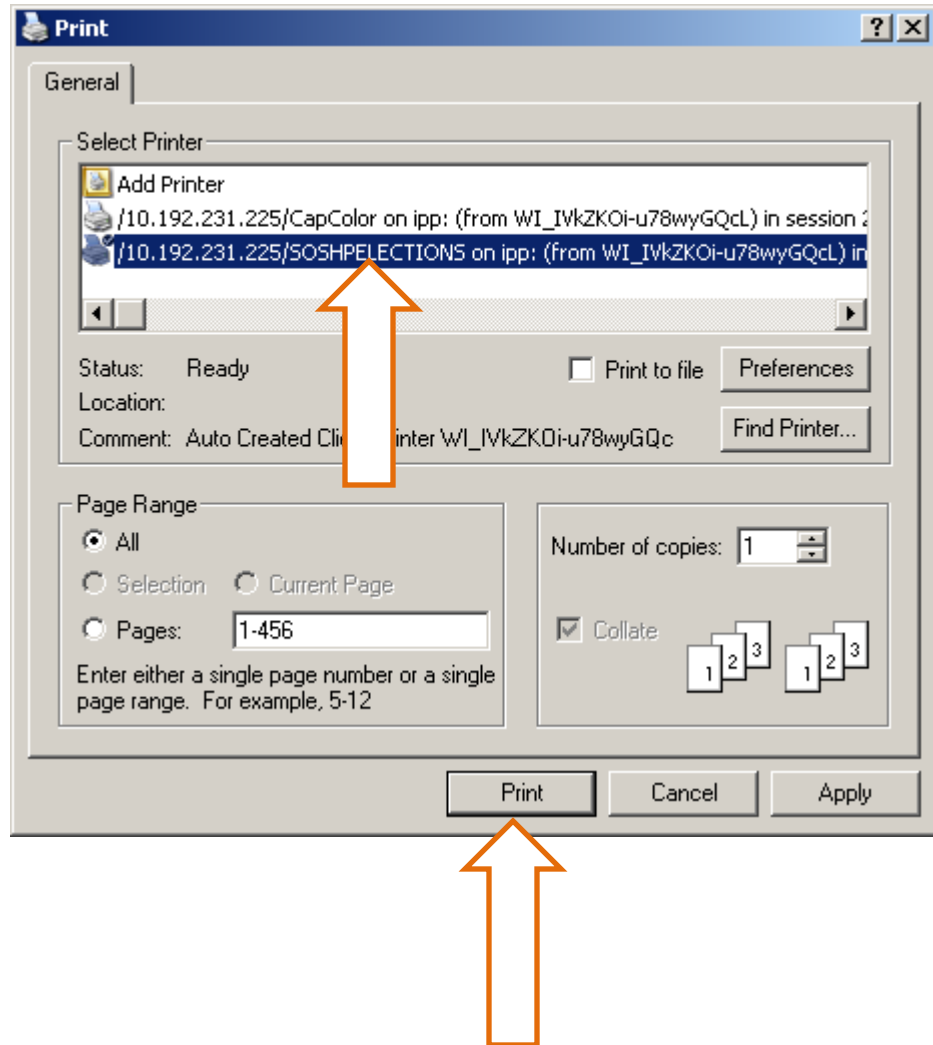
Print Labels– Label Printing

- A report will generate containing your labels.
- Verify that the correct label type was chosen.
- Click **Print**



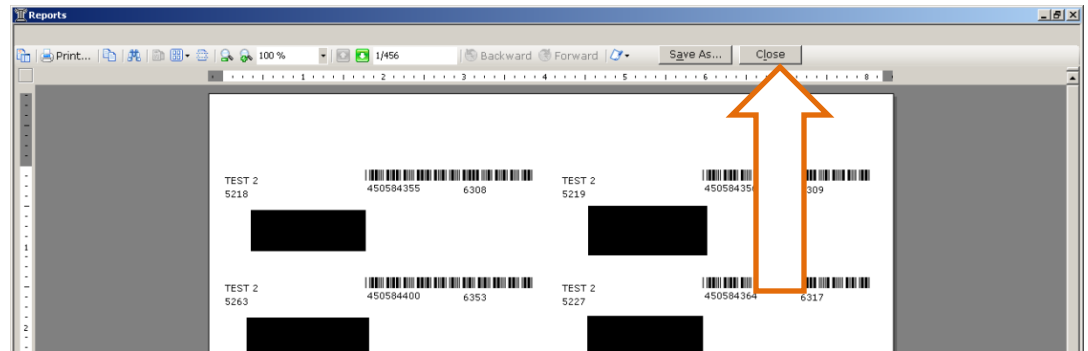
Print Labels– Label Printing

- Choose the printer you would like to print to.
- Click **Print**



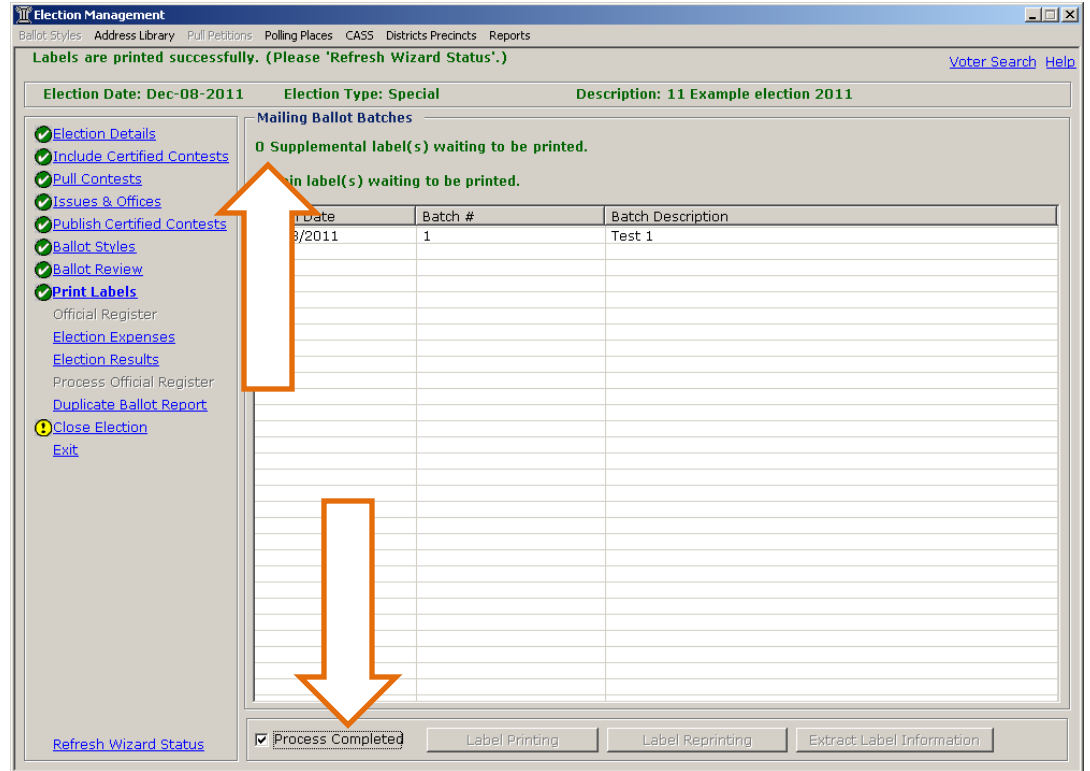
Print Labels– Label Printing

- Once the labels have printed click **Close**.



Overview

- If additional voters are registered after printing labels they will show up as **Supplemental labels waiting to be printed.**
- Once all labels have been printed and you will have no more check Process Completed.



- Refresh Wizard Status

Inactive Electors in a Vote by Mail election–

Overview

If an inactive elector requests a ballot, or mails in or brings in a voter registration card (or other document listing the elector's current residence address) **before** the ballots are mailed, change their status to “Active” and send the person a ballot along with the rest of the mail ballots.

Inactive Electors in a Vote by Mail election–

Overview

If an inactive elector requests a ballot, or mails in, or brings in a voter registration card (or other document listing the elector's current residence address) after the day on which you mailed your ballots, change their status to “Active” and provide them with a ballot in person or by mail.

You do not need to have them fill out a Replacement/Late Ballot Request since they, by following 13-2-222, MCA, are activating their registration and are therefore automatically eligible for a ballot.

Inactive Electors in a Vote by Mail election–

Overview

AFTER Activating the elector -

- The system will ask if you want to resync. Select **Yes**.
- In Election Management/Print Labels, the label for this voter will be waiting for you to print.

Late and Late Transfer Registrants in a Vote by Mail election

- By law, a late or late transfer registrant must come into your office if the individual wishes to register after the close of regular registration.

Late and Late Transfer Registrants in a Vote by Mail election: BEFORE Ballot Mailing

- If a late registrant comes in to register before the ballots are mailed, register them in the system and follow the procedures in 13-19-303, MCA.

Final Steps for Handling Late and Transfer Registrants in a Vote by Mail election

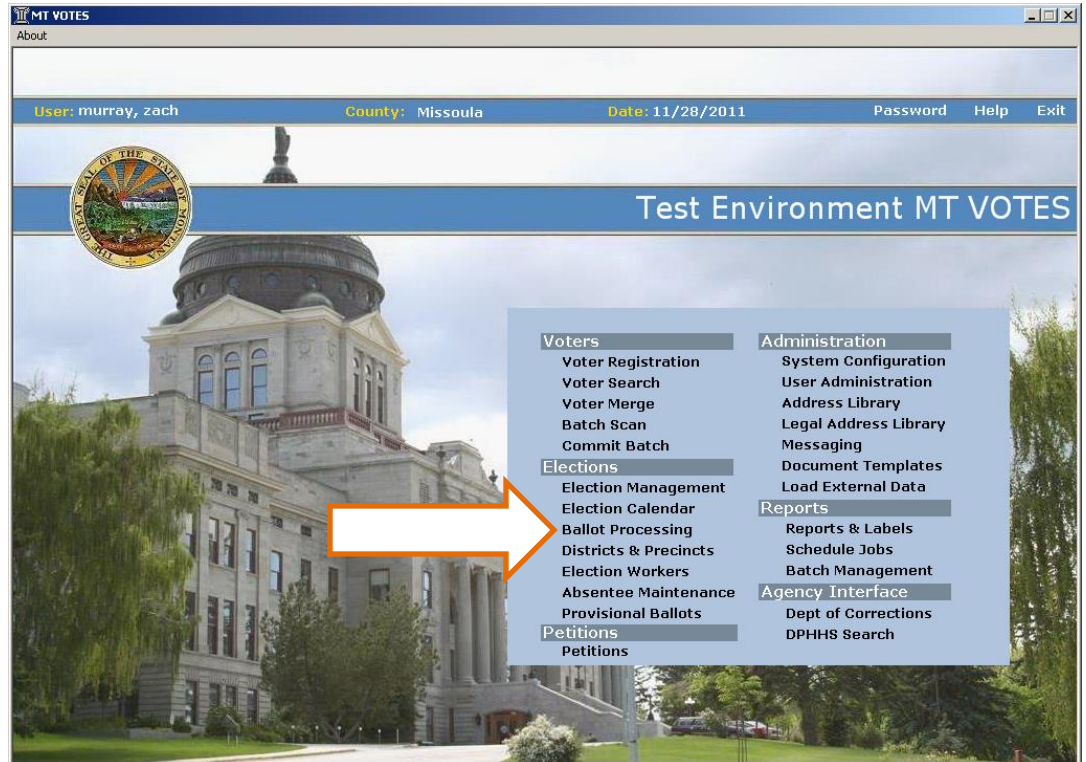
- After late or transfer registration has been entered, system will ask if you want to resync. Select yes.
- Then go to **Print Labels in Election Management**, and the system will display how many labels will be waiting to be printed for this election.

Do not extend address ranges after you have printed labels. New ballots will be prepared for all electors in that address range if you do!

If you have a new address create a **NEW** address range for that one address until election is closed.

Ballot Processing– Overview

- The Ballot Processing screen will allow you to process Absentee and Vote-By-Mail ballots.
- Click Ballot Processing to begin.



Ballot Processing– Receiving Ballot Batches

- From this screen you will be able to see batches for received ballots and Undeliverable ballots.
- You can create new batches in either the **Ballots** tab or the **Undeliverable** tab.
- You also have the option to **Process** and **Delete** batches.
- Click **New** to start.

[illegible]

Ballot Processing– Overview

- Ensure the correct Batch and Received Dates are showing.
- Enter in a Batch Description and Identifier.

The screenshot shows the 'Process Ballot' application window. The 'Batch' section at the top contains the following fields:

- Election: 12/08/2011 11 Example election 2011
- Batch Date: 11/28/2011
- Received Date: 11/28/2011
- Batch Description: (empty)
- Identifier: (empty)

Below the 'Batch' section is the 'Ballot Label' section with an ID field and a Source dropdown menu set to 'In-Person'. To the right is the 'Ballot Search in Workspace' section with Name, Street, and City fields, and a Search button. At the bottom is a table titled 'List of Ballots in the' with columns: Item #, Batch, Voter Name, and Source. The table is currently empty. Two orange arrows point to the 'Batch Description' and 'Identifier' fields in the 'Batch' section. The bottom of the window has buttons for Details, Delete, Voter Details, Household, View Ballots, and a Close button.

Creating a Ballot Batch

- Click in the ID Field.

[illegible]

Ballot Processing–

Process Ballots

- Once all ballots have been entered select an entry to:
 - View Ballot Details
 - Delete
 - View Voter Details
 - View Household Info
 - View Active Ballots
- Click **Close** when you have finished examining each entry.

The screenshot shows the 'Process Ballot' window. At the top, there's a 'Batch' section with fields for Election (12/08/2011 11 Example election 2011), Batch Date (11/28/2011), Received Date (11/28/2011), Batch Description, and Identifier. Below this is a 'Ballot Label' section with ID, Source (Mail), and an 'Add' button. To the right is a 'Ballot Search in Workspace' section with Name, Street, City, and a 'Search' button. The main area is a 'List of Ballots in the Batch' table with columns: Item #, Barcode, Voter Name, and Source. The table contains 7 entries. At the bottom, there are buttons for 'Details', 'Delete', 'Voter Details', 'Household', 'View Ballots', and 'Close'. Orange arrows point from the text instructions to these buttons: one arrow points to 'Details', one to 'Delete', one to 'Voter Details', one to 'Household', one to 'View Ballots', and one to 'Close'.

Item #	Barcode	Voter Name	Source
1	450584356	BATHGATE, LORIS L	Mail
2	450584364	BERRY, ZONDA K	Mail
3	450584377	BISBEE, WENDY L	Mail
4	450584379	BLODGETT, JUSTIN R	Mail
5	450584407	BROWN, LAURETTA F	Mail
6	450584378	BRUNNER, TRAVIS	Mail
7	450584411	CHAUSSEE, ELLEN O	Mail

Verify Ballots

- [illegible]

Ballot Processing– Verify Ballots

- Verify the displayed signature and enter a Ballot Status.
- Click Save and Move to Next Record to be Processed to continue.
- Repeat this process until you have verified all signatures.

Verify Signature

[Help](#)

Batch

Election: 12/08/2011 11 Example election 2011 Batch Description:
Batch Date: 11/28/2011 Received Date: 11/28/2011 Identifier:

Ballot Label

ID: Add
Source: Mail

Ballot Search in Workspace

Name:
Street: City: Search

Batch Navigation

Name: Search Record No: Search
Save and Move to Next record to be Processed Exceptions
First Previous Next Last Item 1 Of 7

Ballot Details

Ballot: 11/28/2011
Received Date:
Voter Name:
Address:
Ballot Status: Accepted
Comments:
Registration:
Attestation on File:
Full Image Show Signature

Exceptions

Sent Seq.	Ballot	VoterName	Source	Date Sent	Date Received	Ballot Style	Ballot Type
1	450	6					

Delete Voter Details Household View Ballots Close

Overview

- The completed batch will now be listed with no unprocessed ballots.
- Repeat the previous steps to process additional ballot batches.

[illegible]

Undeliverable Ballots

- Montana mail ballot law requires notifying the elector whose ballot was returned as undeliverable by sending an NVRA notice which can be forwarded, with prepaid postage. See [13-19-313 \(4\), MCA.](#)

Undeliverable Ballots

- Click New to create a new batch of undeliverable ballots.

[illegible]

Ballot Processing– Undeliverable Ballots

- Click in the ID field and either scan a ballots barcode or manually enter the ballot ID and click **Add.**

The screenshot shows the 'Undeliverable Ballots' application window. It contains several sections for data entry:

- Batch:** Fields for Election (12/08/2011 11 Example election 2011), Batch Date (11/28/2011), Received Date (11/28/2011), Batch Description, and Identifier.
- Ballot Label:** Includes an 'ID' field with an 'Add' button, a 'Ballot Search' section with a search bar and 'Search' button, and a 'Voter Details' section with fields for Name on Ballot, Status (Active), Name in Record, and Status.
- Addresses:** Fields for Ballot Residential Address, Current Residential Address, Ballot Mail Address, Address Type, and Current Mail Address.
- Actions:** Checkboxes for 'Inactivate' and 'Review Registration' with a 'Change Now' button, and a row of navigation buttons: Delete, First, Previous, Next, Last, View Ballots, Voter Details, Save, and Close.

An orange arrow points to the 'Add' button next to the 'ID' field in the 'Ballot Label' section.

Ballot Processing– Undeliverable Ballots

- The Voter Details will display.
- Review displayed information.
- Click **Save** to store the undeliverable ballot record.

Undeliverable Ballots

Ballot has been received. [Help](#)

Batch

Election: 12/08/2011 11 Example election 2011 Batch Description:

Batch Date: 11/28/2011 Received Date: 11/28/2011 Identifier:

Ballot Label

ID:

Ballot Search

Name: Street: City:

Voter Details

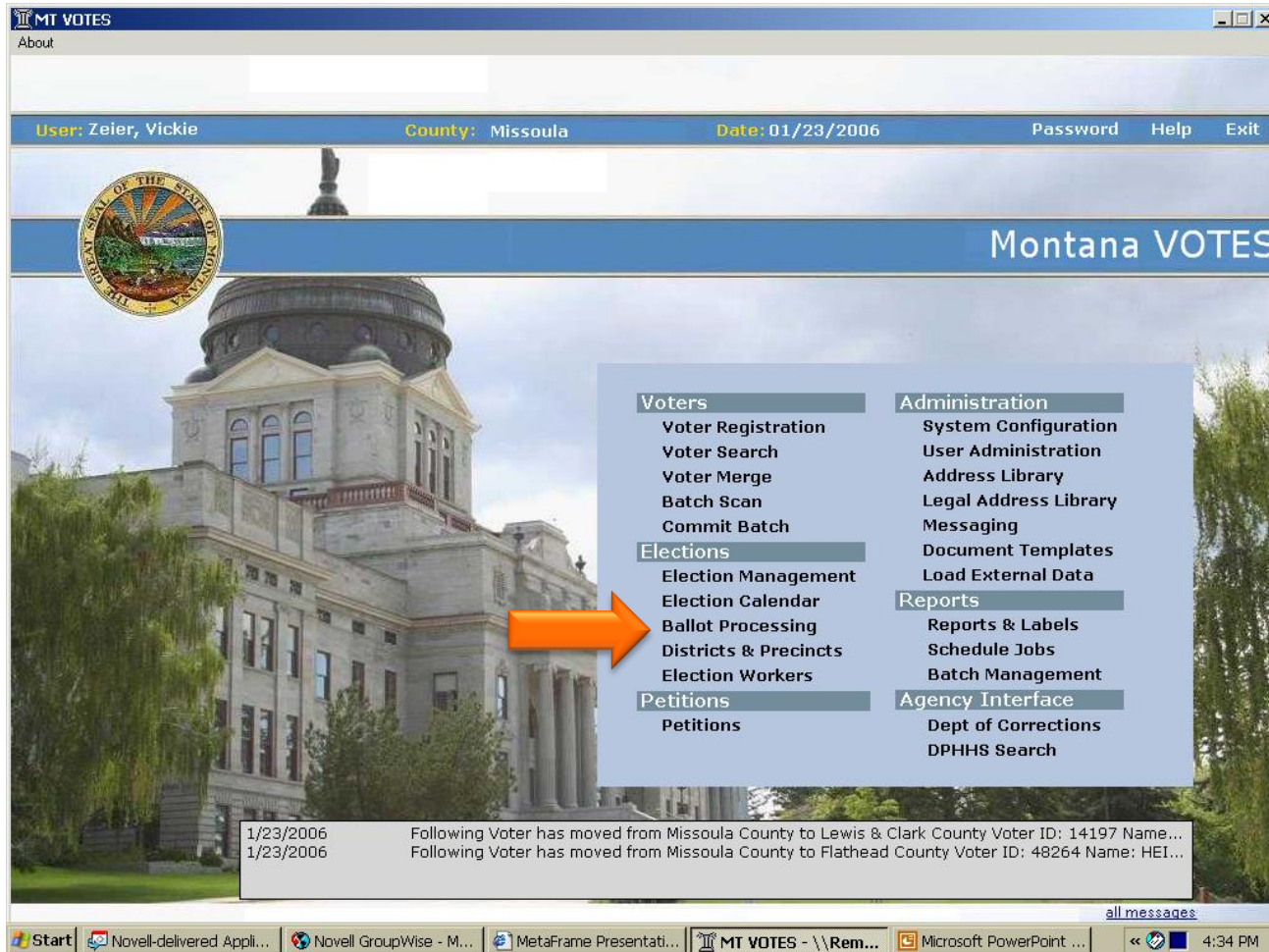
Name on Ballot: [REDACTED]	Name in Record: [REDACTED]
Status: Active	Status: Active
Ballot Residential Address: [REDACTED] MISSOULA, MT 59801	Current Residential Address: [REDACTED] MISSOULA, MT 59801
Ballot Mail Address: [REDACTED] MISSOULA, MT 59801	Current Mail Address: <input type="text"/>
Address Type: Mailing	

☐ Inactivate ☐ Review Registration

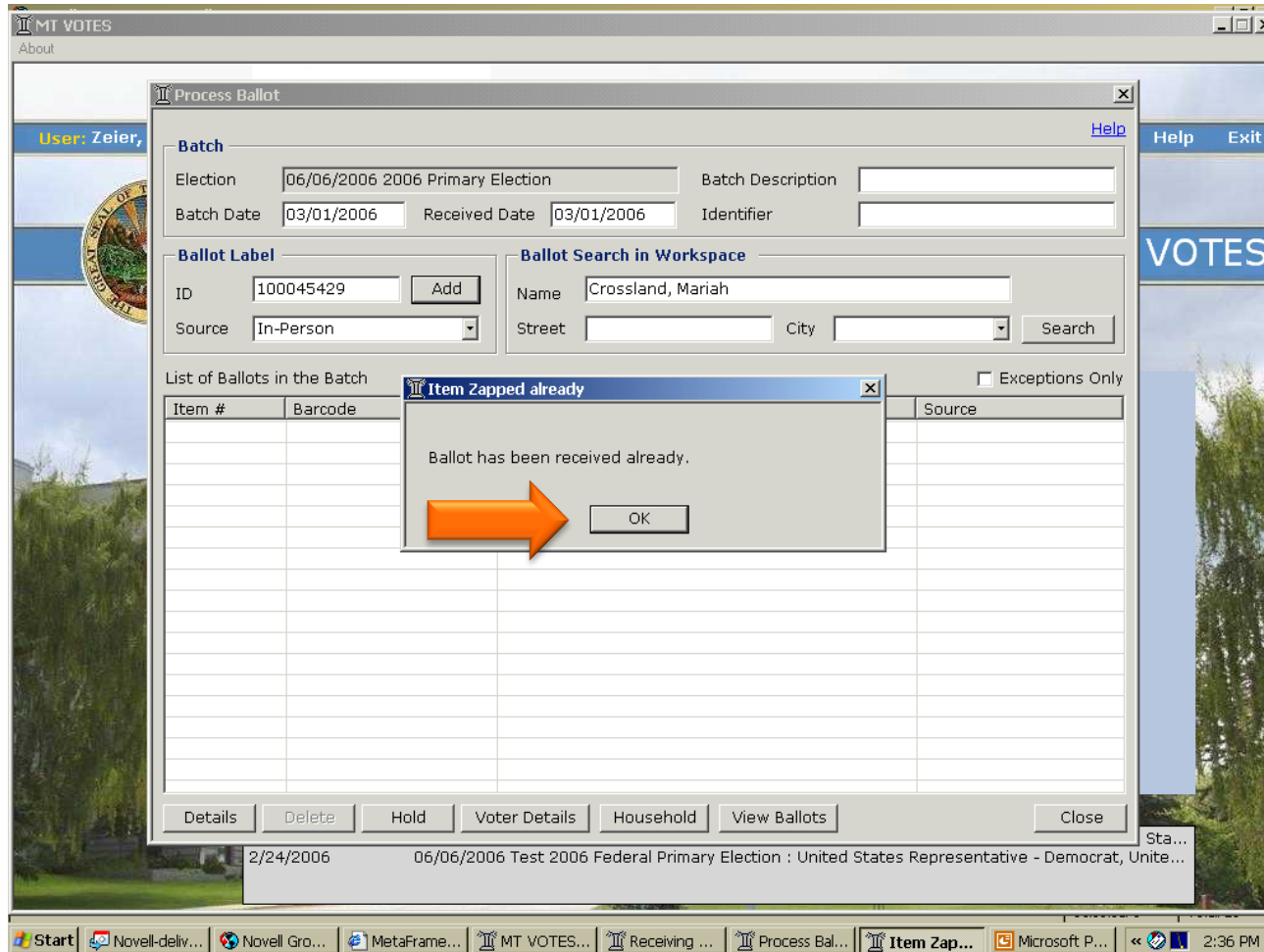
Releasing Undeliverable Ballots

- Sometimes a ballot comes back undeliverable and the voter subsequently shows up in the office.
- The ballot must be released from the undeliverable batch, and provided to the voter.

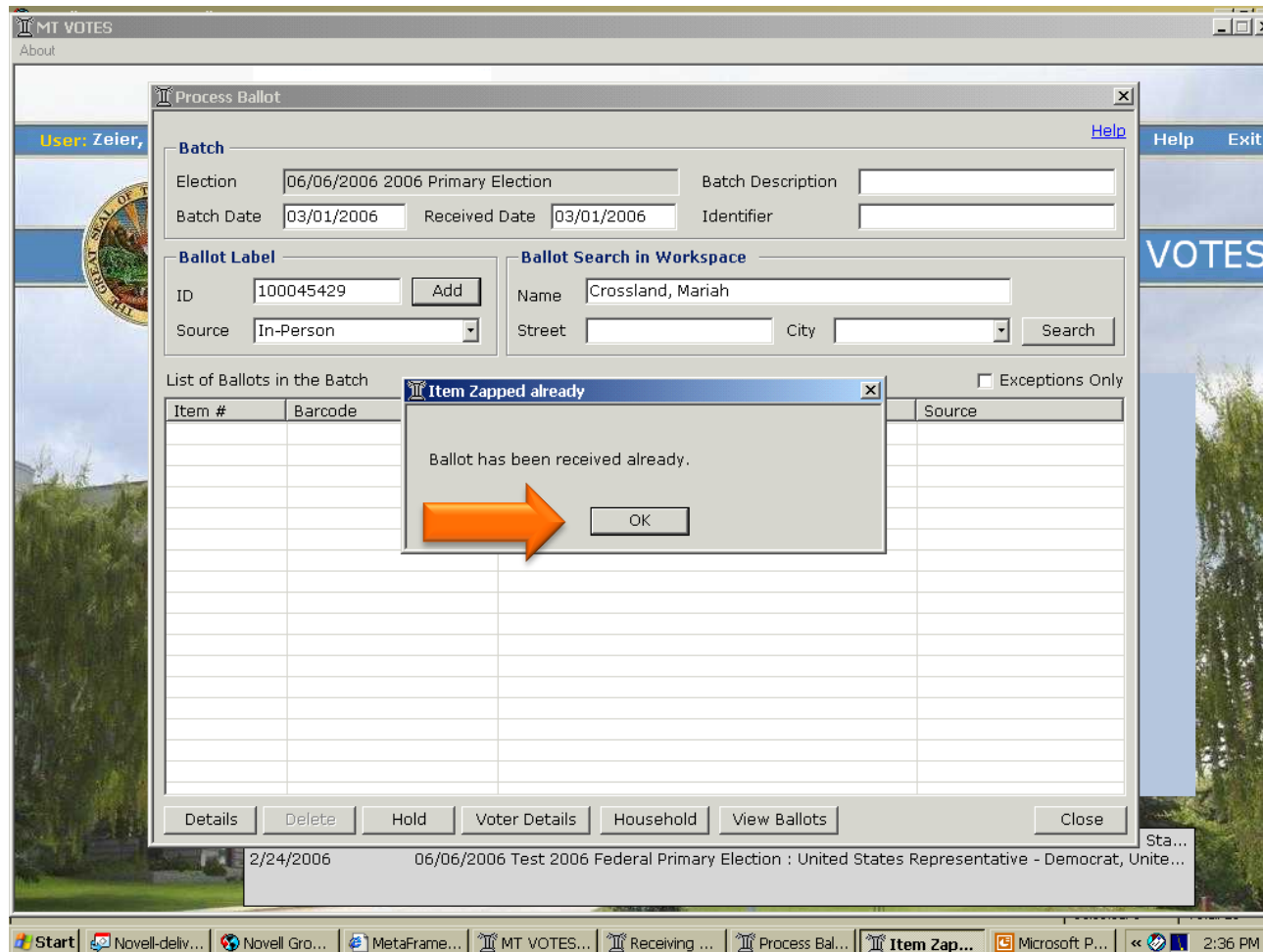
Click Ballot Processing



You will receive this message: Ballot has been received already

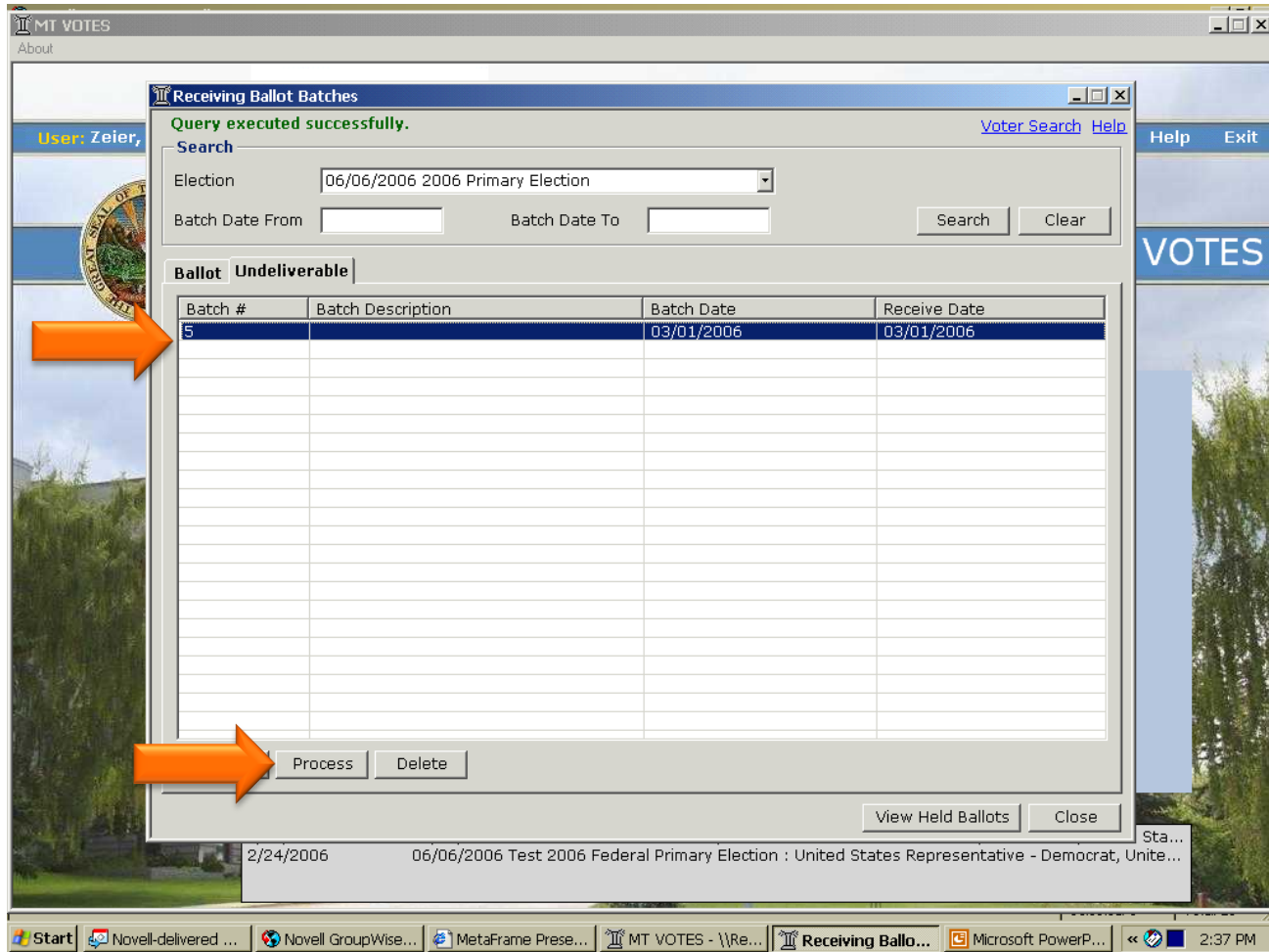


Click OK and you will be taken to the Receiving Ballot Batches screen

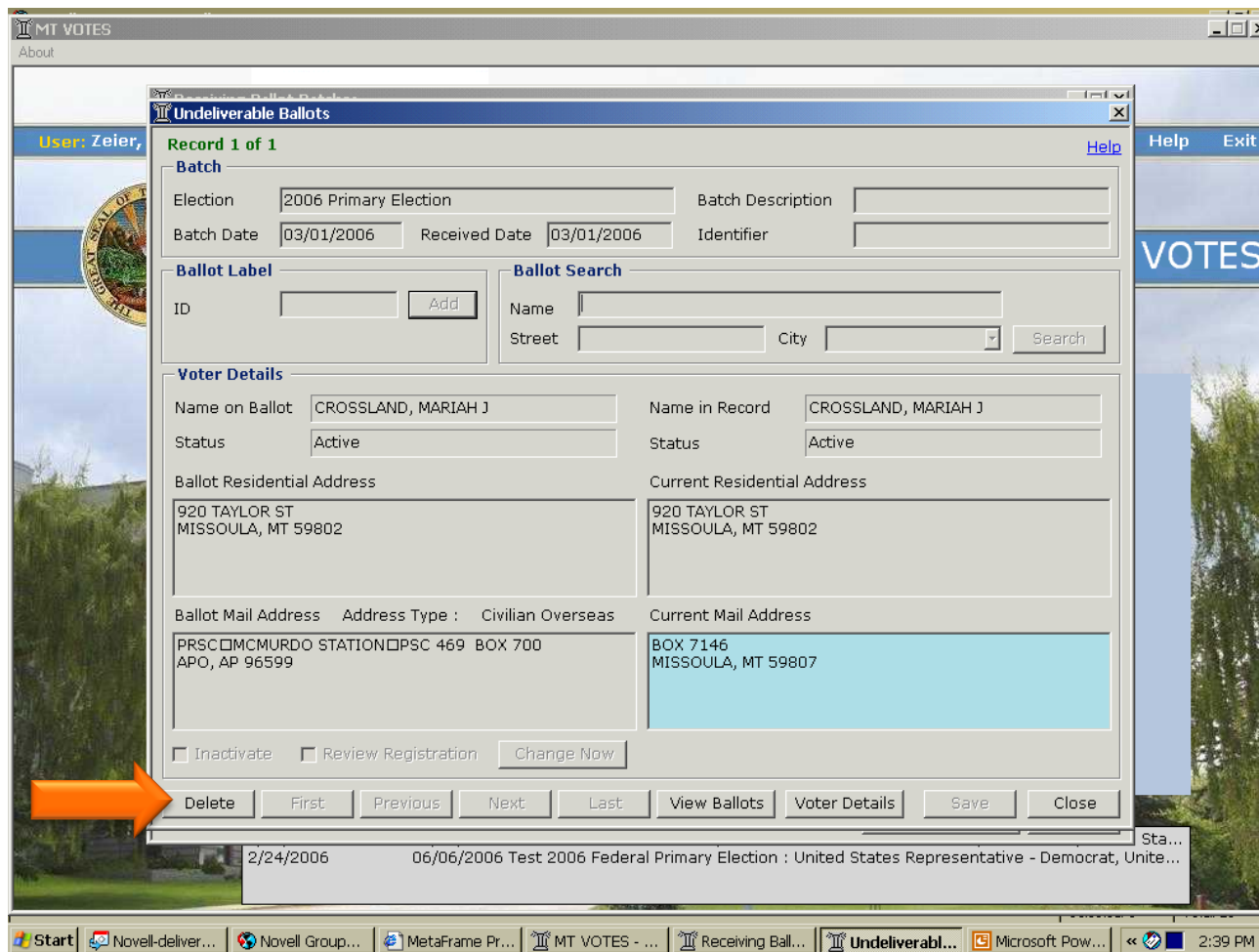


[illegible]

Highlight the batch and click Process



Delete the voter from the Undeliverable Ballots so the ballot can be processed



MT VOTES
About

User: Zeier,

Undeliverable Ballots

Record 1 of 1

Batch

Election: 2006 Primary Election Batch Description:
Batch Date: 03/01/2006 Received Date: 03/01/2006 Identifier:
Ballot Label ID:
Ballot Search Name:
Street: City: Search:
Voter Details Name on Ballot: CROSSLAND, MARIAH J Name in Record: CROSSLAND, MARIAH J
Status: Active Status: Active
Ballot Residential Address: 920 TAYLOR ST MISSOULA, MT 59802 Current Residential Address: 920 TAYLOR ST MISSOULA, MT 59802
Ballot Mail Address: Address Type: Civilian Overseas Current Mail Address: BOX 7146 MISSOULA, MT 59807
PRSCMCMURDO STATIONPSC 469 BOX 700 APO, AP 96599
☐ Inactivate ☐ Review Registration Change Now
Delete First Previous Next Last View Ballots Voter Details Save Close
2/24/2006 06/06/2006 Test 2006 Federal Primary Election : United States Representative - Democrat, Unite... Sta...
Start Novell-deliver... Novell Group... MetaFrame Pr... MT VOTES - ... Receiving Ball... Undeliverabl... Microsoft Pow... 2:39 PM

Verify and save. Then the ballot will be listed as Accepted

The screenshot shows the 'MT VOTES' application window. The 'Receiving Ballot Batches' sub-window is active, displaying a 'Query executed successfully.' message. The search criteria are set to '06/06/2006 2006 Primary Election'. The table below shows the results of the query:

Batch #	Batch Date	Receive Date	Source	Count	Accepted	Rejected	Hold
4	03/01/2006	03/01/2006	Mail	4	4	0	0
5	03/01/2006	03/01/2006	In-Person	1	1	0	0

An orange arrow points to the 'Process' button in the bottom left of the window. The taskbar at the bottom shows the Start button and several open applications, including 'Novell-delivered...', 'Novell GroupWise...', 'MetaFrame Prese...', 'MT VOTES - \\Re...', 'Receiving Ballo...', and 'Microsoft PowerP...'. The system clock shows the date '2/24/2006' and time '2:42 PM'.

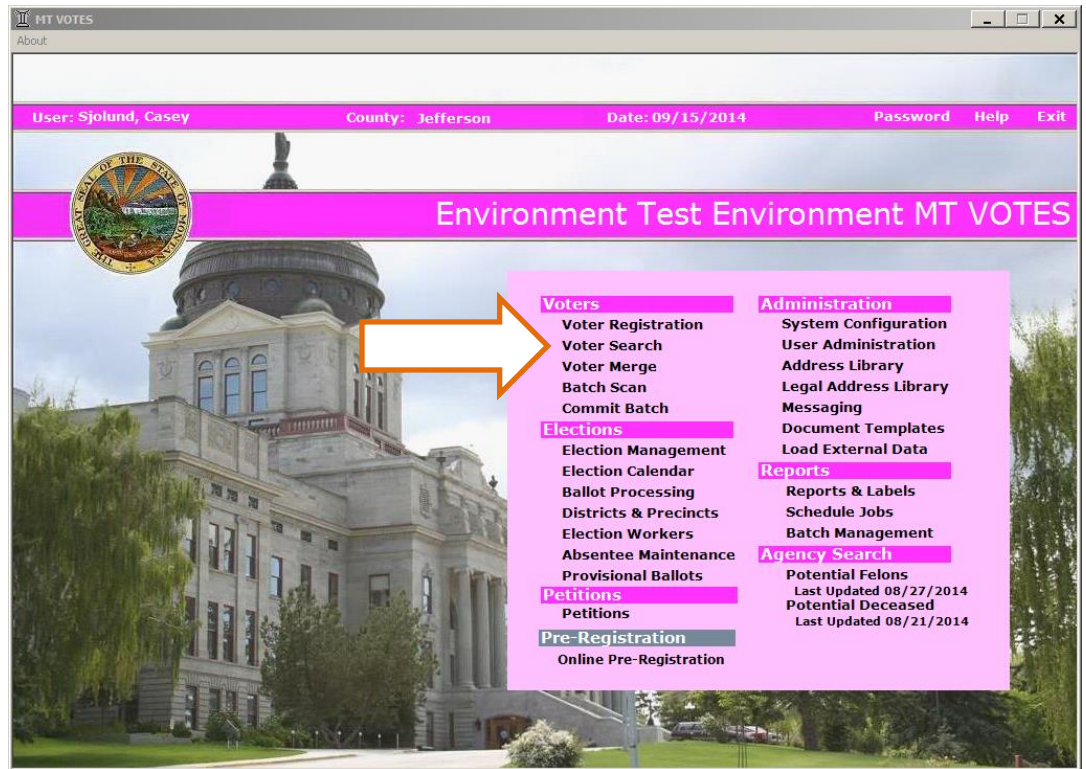
Resending Undeliverable Ballots

MT Votes now allows you easily **Resend** undeliverable ballots to a new address if the voter notifies you of an alternative address to send a ballot to.

The next series of slides show how to **Resend** an Undeliverable Ballot.

Ballot Processing– Resending Undeliverable Ballots

To **resend** an undeliverable ballot pull up the voter through voter search.



Ballot Processing–

Resending Undeliverable Ballots

Search for the voter,
once found hit **Select**.

Voter Search

Reports

Query executed successfully. Showing total 1 of 1 records.

Select Saved/Published Search [dropdown] Run Search

Precincts	Status	Output	Activity	Political Parties	Comment
Custom Fields	Save	Duplicate Req.	Undeliverable		
Name	Extract	Residence Address	Absentee	Mailing Address	Districts

Last Name [redacted]
First Name [redacted]
Middle Name [redacted]
Gender [dropdown]
Old Voter ID [text]
State ID [text]
SSN [text]

Search Options

☐ Include Alternate Name ☐ Show Confidential
☐ Soundex ☐ Voters without Signatures

Age

Birth Date From [text] To [text]
Age From (years) [text] To [text]
Birth Month [dropdown] Day [text]

Scope

☒ State ☒ County Jefferson ☐ Show Signatures Search Voter Count Clear

ID	Last Name	First Name	Middle Name	Name Suffix	Status	Date of Birth
100066308	[redacted]	[redacted]	[redacted]	[redacted]	Active	07/29/1989

View Summary [orange arrow] Select < > Close

Ballot Processing– Resending Undeliverable Ballots

Go to **Elections > Issue Ballot**

The screenshot shows the 'Voter Registration' software interface. A menu is open with 'Issue Ballot' selected. The main form displays voter information for Voter ID 10006630, born 07/29/1989, age 25, gender [redacted]. The 'Active/Undeliverable' status is highlighted in red. The 'Registration' tab is active, showing 'No Party' and 'Active - A' status. The 'Voting History' tab is also visible. The 'Voter Polling Locations' section shows Precinct PREC.03 - PREC.03-75, Split 01.03, and Polling Place ELK PARK FIRE HALL. The 'Election' table lists Test General - SOS and 51 Federal General ... with dates 10/05/2014 and 11/04/2014. The 'Districts' table lists various districts including CONGRESSIONAL, STATEWIDE, PUBLIC SERVICE C..., JUDICIAL, SUPREME COURT J..., SENATE DISTRICT, HOUSE DISTRICT, COUNTYWIDE, FIRE, and SOIL CONSERVATI... with codes and names. A signature line is visible at the bottom right with the text '14. SIGNATURE' and a redacted signature.

Voter Registration

Voter Print Elections Petitions Imaging Address

New
Voter ID 10006630

Birth Date 07/29/1989 Age 25 Gender [redacted] MI [redacted] Suffix [redacted]

Resident: Standard

Issue Ballot

Receive Ballot F12

View Worker Info

Search By Ballot ID

Active/Undeliverable

Registration Misc Info Custom Duplicate Req. Undeliverable

Party No Party Last Verified Date 11/07/2007

Status Active - A ☒ MVD Verified

Reason [redacted] ☐ SSA Verified

Source of Registration Mail - 07

Old Voter ID [redacted] County Reg Date 10/29/2007

Vote Eligible 10/29/2007 Last Voted Date 06/03/2014

☐ No Signature ☐ Confidential ☒ US Citizen

Comments [redacted]

Voter Polling Locations

Precinct PREC.03 - PREC.03-75

Split 01.03

Polling Place ELK PARK FIRE HALL

Election

Election	Late Reg Date	Date	Polling Places
Test General - SOS	10/05/2014	11/04/2014	ELK PARK FIRE HALL
51 Federal General ...	10/05/2014	11/04/2014	ELK PARK FIRE HALL

Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
JUDICIAL	JD 05	Judicial District 5
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
FIRE	FR_15	ELK PARK FIRE #15
SOIL CONSERVATI...	SC_3	SOIL CONSERVATION DISTRICT #3

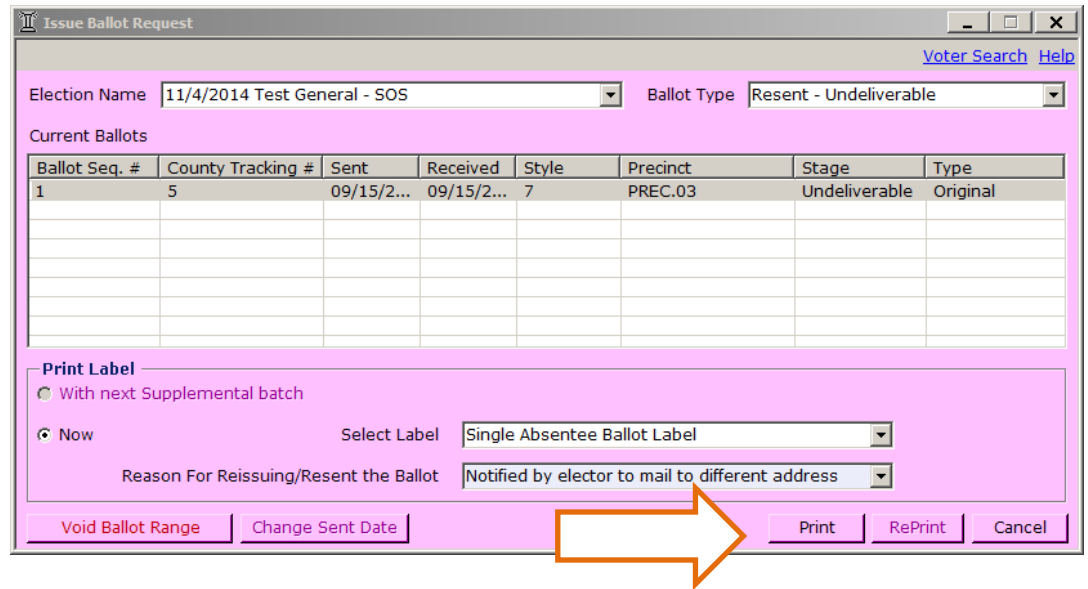
election; and f) I have provided true information, to the best of my knowledge, given false information, I may be subject to a fine or imprisonment.

14. SIGNATURE [redacted]

Ballot Processing–

Resending Undeliverable Ballots

- Drop down the Election name.
- Select **Resent – Undeliverable** as ballot type.
- Choose a label and a reason.
- Select **Print**.



The screenshot shows the 'Issue Ballot Request' window. At the top, there are two dropdown menus: 'Election Name' set to '11/4/2014 Test General - SOS' and 'Ballot Type' set to 'Resent - Undeliverable'. Below these is a section titled 'Current Ballots' containing a table with columns: Ballot Seq. #, County Tracking #, Sent, Received, Style, Precinct, Stage, and Type. The first row of the table shows: 1, 5, 09/15/2..., 09/15/2..., 7, PREC.03, Undeliverable, Original. Below the table is a 'Print Label' section with two radio buttons: 'With next Supplemental batch' (unselected) and 'Now' (selected). To the right of the 'Now' button is a 'Select Label' dropdown menu set to 'Single Absentee Ballot Label'. Below this is a 'Reason For Reissuing/Resent the Ballot' dropdown menu set to 'Notified by elector to mail to different address'. At the bottom of the window are several buttons: 'Void Ballot Range', 'Change Sent Date', 'Print', 'RePrint', and 'Cancel'. A large orange arrow points from the 'Print' button towards the right.

Ballot Seq. #	County Tracking #	Sent	Received	Style	Precinct	Stage	Type
1	5	09/15/2...	09/15/2...	7	PREC.03	Undeliverable	Original

Resending Undeliverable Ballots

You will be prompted to remove the undeliverable ballot from the batch and brought back to the Ballot Processing Module.

- Select the batch and click **Process**

[illegible]

Ballot Processing–

Resending Undeliverable Ballots

Pull up the record of the voter and click **Delete**.

You will get a prompt confirming that you want to remove the ballot from the batch. Select Yes.

Select **Close**.

The screenshot shows a web application window titled "Undeliverable Ballots". It displays "Record 1 of 1" with a "Help" link. The form is divided into several sections:

- Batch**: Election (Test General - SOS), Batch Description, Batch Date (09/15/2014), Received Date (09/15/2014), and Identifier.
- Ballot Label**: ID field and an "Add" button.
- Ballot Search**: Name, Street, City (dropdown), and a "Search" button.
- Voter Details**: Name on Ballot, Status, Name in Record, and Status.
- Ballot Residential Address**: A large text area with a blue highlight.
- Current Residential Address**: A large text area.
- Ballot Mail Address**: A large text area with a blue highlight.
- Address Type**: A dropdown menu set to "Civilian Overseas".
- Current Mail Address**: A large text area.
- Actions**: "Inactivate" (checkbox), "Review Registration" (checkbox), and a "Change Now" button.
- Footer**: A row of buttons: "Delete", "First", "Previous", "Next", "Last", "View Ballots", "Voter Details", "Save", and "Close".

Two orange arrows point to the "Delete" and "Close" buttons at the bottom of the form.

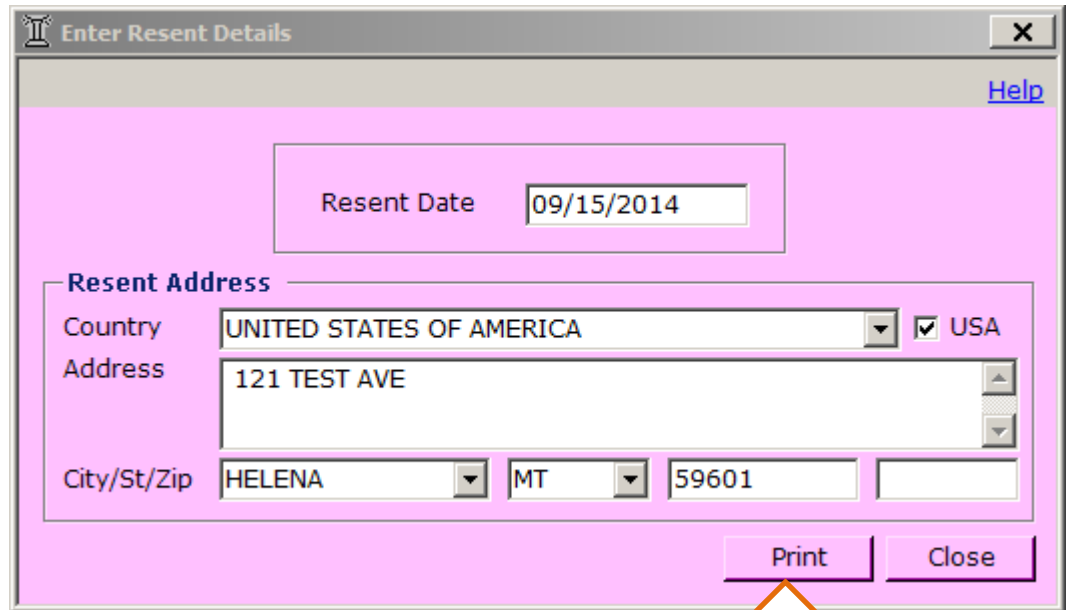
Processing Ballots –

Resending Undeliverable Ballots

You will be brought back to the **Issue Ballot** screen where you will be able to enter Resent Information.

Select **Print** and a new label will be printed with the **Resent** address.

Once printed the voter will now have an **Active/Sent** status.



The screenshot shows a software window titled "Enter Resent Details" with a close button (X) in the top right corner. A "Help" link is visible in the top right area. The window has a pink background. It contains the following fields:

- Resent Date:** A text box containing "09/15/2014".
- Resent Address:** A section with three sub-fields:
 - Country:** A dropdown menu showing "UNITED STATES OF AMERICA" and a checked checkbox for "USA".
 - Address:** A text box containing "121 TEST AVE".
 - City/St/Zip:** Three separate input fields containing "HELENA", "MT", and "59601".
- Buttons:** "Print" and "Close" buttons are located at the bottom right. An orange arrow points to the "Print" button.

Ballot Processing–

Through the Voters Record (Alternative to Ballot Processing Module)

From within a voter record, select **Receive Ballot** from the Elections Menus.

The screenshot displays the 'Voter Registration' application window. The 'Elections' menu is open, and the 'Receive Ballot' option is highlighted with an orange arrow. The voter ID 450125926 is visible. The 'Voter Polling Locations' section shows the precinct as PREC.07 - PREC.07-75 and the polling place as CLANCY MUSEUM. The 'Election' table lists two elections: TestMailBallotElection and SOS-TEST Election. The 'Districts' table lists various districts including CONGRESSIONAL, STATEWIDE, PUBLIC SERVICE C..., SUPREME COURT J..., JUDICIAL, SENATE DISTRICT, HOUSE DISTRICT, COUNTYWIDE, LIBRARY, and FIRE.

Election	Late Reg Date	Date	Polling Places
TestMailBallotElection	09/06/2015	10/01/2015	CLANCY MUSEUM
SOS-TEST Election	10/04/2015	11/01/2015	CLANCY MUSEUM

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 05	Judicial District 5
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
LIBRARY	02	NORTH JEFFERSON COUNTY LIBRAR
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

Processing Ballots - Through the Voters Record

- Enter the **ID#**.
- Click **Process**.
- Verify the **Name**,
Signature and
Address.
- You can either:
 - **Accept**
 - **Reject** (many reasons), or;
 - **Void**
- Click **Save** or **Close**.

The screenshot shows a web-based application window titled "Individual Ballot Processing". The interface is divided into several sections. On the left, under the heading "Ballot Details", there are input fields for "ID", "Ballot Source" (a dropdown menu), "Election", "Voter Name", "Address", "Status" (a dropdown menu with "Accepted" selected), "Received Date", and "Comments". To the right of these fields is a large grey rectangular area for a signature, with a "Show Signature" button below it. A "Process" button is located next to the "Ballot Source" dropdown. At the bottom of the form, there are "Save" and "Close" buttons. Below the input fields, there are two tabs: "Ballot Sent" and "Exceptions". The "Ballot Sent" tab is active, displaying a table with the following columns: "Seq. Sent", "Barcode", "Voter Name", "Source", "Date Sent", "Date Received", "Ballot style", and "Ballot Type". The table is currently empty.

Seq. Sent	Barcode	Voter Name	Source	Date Sent	Date Received	Ballot style	Ballot Type

Ballot Processing– Through the Voters Record

You can also now receive ballots through the **Active Ballots** section.

From within a voter record, select **Active Ballots** from the **Elections Menus**.

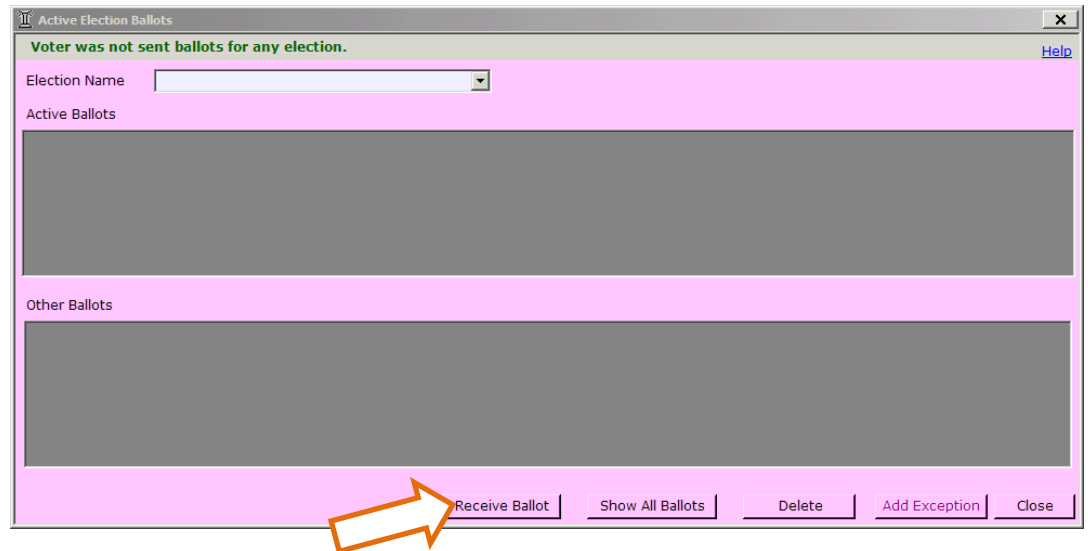
The screenshot shows the 'Voter Registration' software interface. An orange arrow points to the 'Active Ballots' option in the 'Elections Menus' dropdown. Another orange arrow points to the 'number is 450125926' label. The voter ID '450125926' is highlighted in pink. The voter's name is 'TEST, VOTER' and their birth date is '01/22/1975'. The residence is 'CLANCY, MT 59634'. The mailing address is 'UNITED STATES OF AMERICA'. The registration status is 'Active - A'. The last verified date is '02/12/2015'. The voter is eligible to vote. The 'Voter Polling Locations' section shows 'PREC.07 - PREC.07-75' and 'CLANCY MUSEUM'. The 'Election' table shows 'TestMailBallotElection' and 'SOS-TEST Election'. The 'Districts' table lists various districts and their codes.

Election	Late Reg Date	Date	Polling Places
TestMailBallotElection	09/06/2015	10/01/2015	CLANCY MUSEUM
SOS-TEST Election	10/04/2015	11/01/2015	CLANCY MUSEUM

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 03	Public Service Commissioner, Distri
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 05	Judicial District 5
SENATE DISTRICT	SD 38	Senate District 38
HOUSE DISTRICT	HD 075	House District 75
COUNTYWIDE	22	Jefferson
LIBRARY	02	NORTH JEFFERSON COUNTY LIBRAR
FIRE	FR_01	CLANCY FIRE SERVICE AREA #01

Processing Ballots - Through the Voters Record

You can click the
Receive ballot
button to receive the
ballot from this
screen.



The screenshot shows a web application window titled "Active Election Ballots". At the top, a green message bar states "Voter was not sent ballots for any election." with a "Help" link. Below this is a dropdown menu for "Election Name". The main area is divided into two sections: "Active Ballots" and "Other Ballots", both of which are currently empty. At the bottom, there is a row of buttons: "Receive Ballot", "Show All Ballots", "Delete", "Add Exception", and "Close". An orange arrow points to the "Receive Ballot" button.

Election Management– Available reports

BP-011: Ballot Batches Receiving

BP-012: Voter Listing By Ballot
Style

BP-013 : Undeliverable Ballots

BP-020: Duplicate Ballots Report

BP-034: Returned Ballots in
Date Range

EX-BP1: Voter Master Listing by
Election

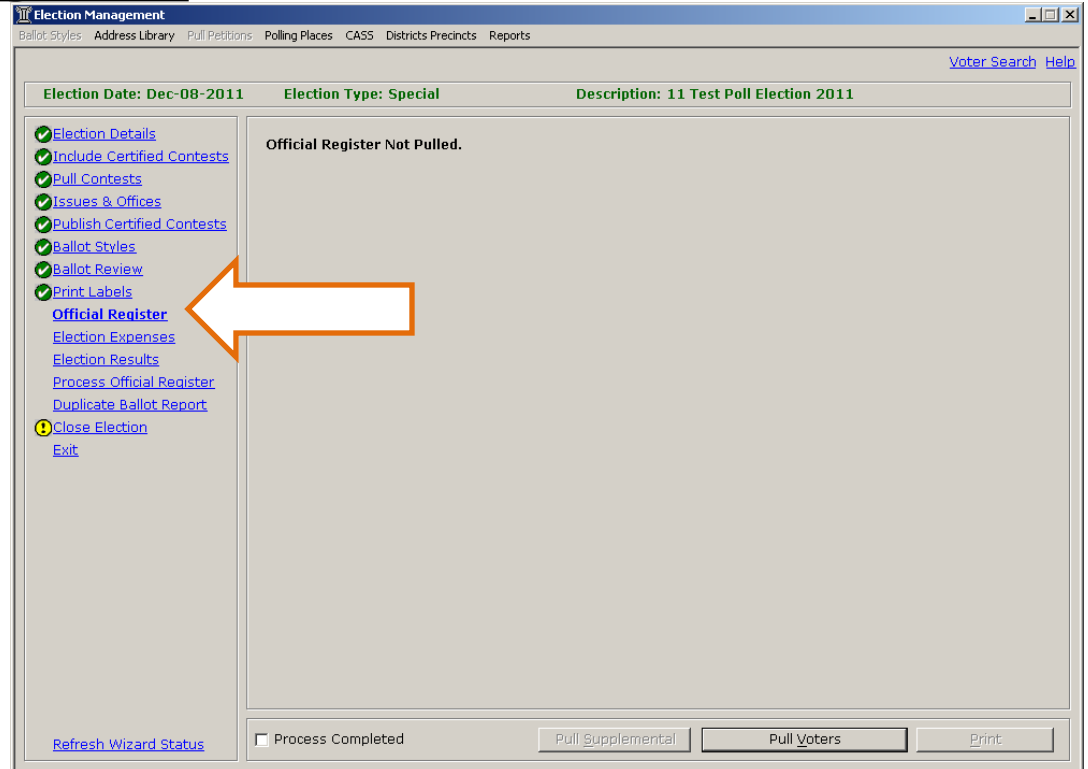
The screenshot shows the 'Reports' application window. On the left is a navigation menu with links: Voter Registration, Election Management (highlighted with an orange arrow), Districts & Precincts, Petitions, Election Workers, Address Library, Labels, Ballot Processing, Master Lookups, and Close. The main area contains several filter sections: County (Missoula), Election (11 Example election 2011 - 12/08/2011), Batch Number (2), Offices, Candidate, Budget Group (All), Date Range (From/To), Party (All), and Party Description (Democratic, Republican, No Party). There are also checkboxes for Precincts, Range (From/To), Absentee Type, and NVRA Notice Type. At the bottom is a table of reports with columns 'Code' and 'Name'. The table lists: EX-E01 Export for Absentee Voters in an Election, E-001 Absentee Voters for an Election, E-004 Election Fifty Percent Eligibility Criteria For Measures, E-005 Election Districts Included In Election, and E-006 Election Expenses Apportionment. To the right of the table is a 'Sort Order' section with up/down arrows. At the bottom right are buttons for 'Export', 'Cancel', and 'Run Report'.

Code	Name
EX-E01	Export for Absentee Voters in an Election
E-001	Absentee Voters for an Election
E-004	Election Fifty Percent Eligibility Criteria For Measures
E-005	Election Districts Included In Election
E-006	Election Expenses Apportionment

Official Register–

Generate Official Register

- The Official Register is only available for Poll elections.
- Click **Pull Voters** to begin.



Official Register–

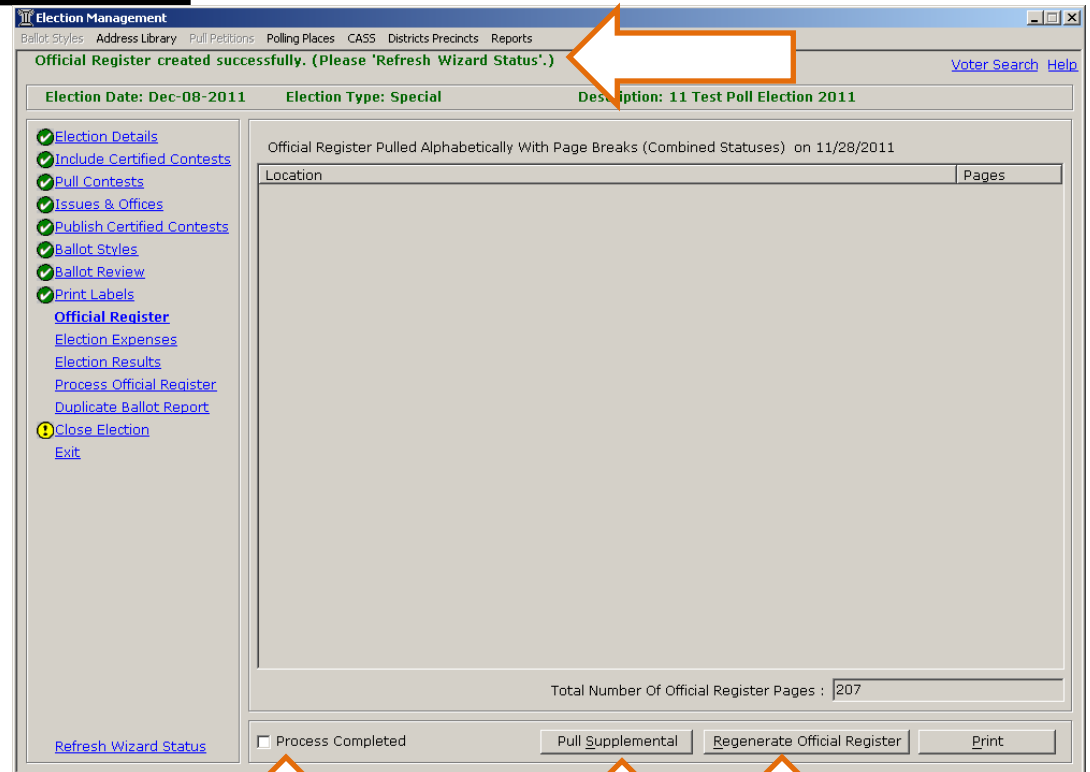
Generate Official Register

- The Generate Official Register screen will appear.
- Choose which sort order options you would like and click **OK**.

A screenshot of the 'Generate Official Register' dialog box. The dialog box has a title bar with the text 'Generate Official Register' and standard window controls. A 'Help' link is in the top right corner. The main area contains three radio button options: 'Alphabetically', 'By Polling Place', and 'By Precinct'. Under 'Alphabetically' are two checkboxes: 'Break Pages Alphabetically' and 'Precincts within Polling Place'. Under 'By Polling Place' are two checkboxes: 'Wards Within Precinct' and 'Ballot Styles within Polling Place'. Under 'By Precinct' is one checkbox: 'Break Pages Alphabetically'. Below these is a section with three radio button options: 'All' (selected), 'Supplemental Addition', and 'Supplemental Deletion'. At the bottom are 'Ok' and 'Cancel' buttons. An orange arrow points from the 'Ok' button back to the list of instructions.

Official Register– Generate Official Register

- A confirmation message will display.
- The register can be regenerated or you can pull a supplemental register by clicking the buttons at the bottom of the screen.
- Once the register has been printed check Process Completed.



Election Expenses— Overview

- The Election Expense screen can be used to track expenses for your election.
- This screen is not required to close your election.
- Click Process Completed when you are finished with this screen.

The screenshot shows the 'Election Management' application window. The title bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts/Precincts', and 'Reports'. The main header displays 'Election Date: Dec-08-2011', 'Election Type: Special', and 'Description: 11 Test Poll Election 2011'. The left sidebar contains a list of links: 'Election Details', 'Include Certified Contests', 'Pull Contests', 'Issues & Offices', 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels', 'Official Register', 'Election Expenses' (highlighted), 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. The 'Election Expenses' section is active, showing a table with columns 'Expense Item', 'Actual Cost', and 'Actual 5%'. The table lists various items like Ballots, Punchcards, Master List, Inserts, Letters, etc., all with \$0.00 values. At the bottom, there is a 'Group Total: \$0.00' and 'Actual Total: \$0.00' section, a 'Calculate Totals' button, and a 'Process Completed' checkbox. An orange arrow points to the 'Process Completed' checkbox.

Expense Item	Actual Cost	Actual 5%
Ballots	\$0.00	\$0
Punchcards	\$0.00	\$0
Master List	\$0.00	\$0
Inserts	\$0.00	\$0
Letters	\$0.00	\$0
Acceptance of Office	\$0.00	\$0
Poster/Signs	\$0.00	\$0
Certificate of Notification	\$0.00	\$0
Certificate of Election	\$0.00	\$0
Challenge Forms	\$0.00	\$0
Replacement Ballot Form	\$0.00	\$0
Voter's Pamphlet	\$0.00	\$0
VBM - Mailer Envelope	\$0.00	\$0
VBM - Return Envelope	\$0.00	\$0
VBM - Secrecy Envelope	\$0.00	\$0
Materials for Election Personnel Trainin	\$0.00	\$0
Other	\$0.00	\$0
Close of Registration	\$0.00	\$0
Notice of Election	\$0.00	\$0
Notice of Filing for Office	\$0.00	\$0
Notice-Absentee Ballots Available	\$0.00	\$0
Display Ad	\$0.00	\$0

Group Total: \$0.00 Actual Total: \$0.00 Calculate Totals

☐ Process Completed Expense Group : 1/9 Save Previous Next

Election Results– Overview

- Election results can be manually entered into this screen.
- Using this screen will store this information in MT Votes for future reference, including bringing over candidates from the Primary to the General.
- This screen is not required to close your election.
- Click process complete once results have been entered.

The screenshot shows the 'Election Management' application window. The title bar includes 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts Precincts', and 'Reports'. The main header displays 'Election Date: Dec-08-2011', 'Election Type: Special', and 'Description: 11 Test Poll Election 2011'. On the left, a sidebar lists various functions with checkmarks, including 'Election Details', 'Include Certified Contests', 'Pull Contests', 'Issues & Offices', 'Publish Certified Contests', 'Ballot Styles', 'Ballot Review', 'Print Labels', 'Official Register', 'Election Expenses', 'Election Results', 'Process Official Register', 'Duplicate Ballot Report', 'Close Election', and 'Exit'. The main area is titled 'Offices Results' and shows a table with columns 'Offices', 'Winner', and 'Votes Received'. The first row lists 'Council Board Member' as the office, 'PELLETIER, GARY J' as the winner, and '1' as the votes received. At the bottom, there is a checkbox labeled 'Process Completed' and a 'Save' button. An orange arrow points to the 'Process Completed' checkbox.

Process Official Register– Overview

- Accepted ballots can be indicated manually by checking the box next to each voter's name.
- To use the barcode scanner click in the barcode field and scan the corresponding barcode for a voter on that page.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

You are on the first page. [Voter Search](#) [Help](#)

Election Date: Dec-08-2011 Election Type: Special Description: 11 Test Poll Election 2011

Official Register: **Official Register** Alphabet: Barcode: Accept:

Page No: 1 Go To:

Accepted	Voter Name	Residential Address	Absentee Sent/Recd Date
<input type="checkbox"/>	[REDACTED]	237 CUTTHROAT DR SEELEY LAKE, MT 5986	
<input type="checkbox"/>	[REDACTED]	665 SPRUCE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>	[REDACTED]	665 SPRUCE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>	[REDACTED]	2820 HWY 83 N SEELEY LAKE, MT 59868	
<input type="checkbox"/>	[REDACTED]	260 EAGLE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>	[REDACTED]	260 EAGLE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>	[REDACTED]	120 LAUREL LN SEELEY LAKE, MT 59868	11/28/2011

[Refresh Wizard Status](#)

Print Processed Voters Add Omitted Voters First Prev Next Last Page 1 of 207

☐ Process Completed

Process Official Register– Overview

- You can only scan barcodes for the page you are on.
- Click next to go to the next page and begin scanning barcodes again.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

You are on the first page. [Voter Search](#) [Help](#)

Election Date: Dec-08-2011 Election Type: Special Description: 11 Test Poll Election 2011

Official Register: **Official Register** Alphabet Barcode Accept
Page No 1 Go To

Accepted	Voter Name	Residential Address	Absentee Sent/Recd Date
<input type="checkbox"/>		237 CUTTHROAT DR SEELEY LAKE, MT 5986	
<input type="checkbox"/>		665 SPRUCE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>		665 SPRUCE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>		2820 HWY 83 N SEELEY LAKE, MT 59868	
<input type="checkbox"/>		260 EAGLE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>		260 EAGLE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>		120 LAUREL LN SEELEY LAKE, MT 59868	11/28/2011

[Refresh Wizard Status](#)

Print Processed Voters Add Om Next Last Page 1 of 207

☐ Process Completed

Process Official Register– Overview

- Once you have finished processing the official register you can print a list of processed voters.
- Clicking Add Omitted Voters will allow you to add in voters missing from the official register.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

You are on the first page. [Voter Search](#) [Help](#)

Election Date: Dec-08-2011 Election Type: Special Description: 11 Test Poll Election 2011

Official Register: **Official Register** Alphabetic List: **Not Applicable** Barcode: Accept:

Page No: **1** Go To:

Accepted	Voter Name	Residential Address	Absentee Sent/Recd Date
<input type="checkbox"/>		237 CUTTHROAT DR SEELEY LAKE, MT 5986	
<input type="checkbox"/>		665 SPRUCE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>		665 SPRUCE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>		2820 HWY 83 N SEELEY LAKE, MT 59868	
<input type="checkbox"/>		260 EAGLE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>		260 EAGLE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>		120 LAUREL LN SEELEY LAKE, MT 59868	11/28/2011

[Refresh Wizard Status](#)

Page 1 of 207

☐ Process Deleted

Process Official Register– Overview

- Carefully verify that all voters have been processed correctly before finishing this process – marking the wrong voter is common and causes problems.
- Check Process Completed.
- Refresh Wizard Status

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

You are on the first page. [Voter Search](#) [Help](#)

Election Date: Dec-08-2011 Election Type: Special Description: 11 Test Poll Election 2011

Official Register: **Official Register** Alphabetic List: **Not Applicable** Barcode: Accept:

Page No: **1** Go To:

Accepted	Voter Name	Residential Address	Absentee Sent/Recd Date
<input type="checkbox"/>		237 CUTTHROAT DR SEELEY LAKE, MT 5986	
<input type="checkbox"/>		665 SPRUCE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>		665 SPRUCE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>		2820 HWY 83 N SEELEY LAKE, MT 59868	
<input type="checkbox"/>		260 EAGLE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>		260 EAGLE DR SEELEY LAKE, MT 59868	
<input type="checkbox"/>		120 LAUREL LN SEELEY LAKE, MT 59868	11/28/2011

[Refresh Wizard Status](#)

Print Processed Voters Add Omitted Voters First Prev Next Last Page 1 of 207

☐ Process Completed

Overview

- Election Management

Ballot Styles
 Address Library
 Pull Petitions
 Polling Places
 CASS
 Districts Precincts
 Reports

[Voter Search](#)
[Help](#)

Election Date: Dec-08-2011
Election Type: Special
Description: 11 Test Poll Election 2011

	Voter Name	Current Residential Address	No of Ballots
Election Details			
Include Certified Contests			
Pull Contests			
Issues & Offices			
Publish Certified Contests			
Ballot Styles			
Ballot Review			
Print Labels			
Official Register			
Election Expenses			
Election Results			
Process Official Register			
Duplicate Ballot Report			
Close Election			
Exit			

[Refresh Wizard Status](#)

☐ Process Completed

Report...
 Voter Reg
 View Ballots
 Select All
 Save



Requirements to Close an Election

An election can only be closed once the following has been done:

- All ballot labels have been printed
- Mail and/or Absentee Ballots have been processed
- Provisional Ballots have been processed
- The Official Register has been processed

Close Election– Overview

- This screen will allow you to close an open election or re-open a closed election.
- Click the **Post History for Processed Voters and Close Election** to continue.

The screenshot shows the 'Election Management' application window. The title bar includes 'Election Management' and standard window controls. Below the title bar is a menu bar with 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts/Precincts', and 'Reports'. On the right side of the menu bar are links for 'Voter Search' and 'Help'. The main content area has a header with 'Election Date: Dec-08-2011', 'Election Type: Special', and 'Description: 11 Test Poll Election 2011'. A left sidebar contains a list of links, each preceded by a green checkmark, except for 'Close Election' which has a yellow warning icon. The links are: Election Details, Include Certified Contests, Pull Contests, Issues & Offices, Publish Certified Contests, Ballot Styles, Ballot Review, Print Labels, Official Register, Election Expenses, Election Results, Process Official Register, Duplicate Ballot Report, Close Election, and Exit. The 'Close Election' link is highlighted. The main content area contains a text block explaining that clicking on 'Post history for processed voters and Close election' button will allow saving history for voters who were processed in the 'Process Official Register' link and also allow closing the election and preventing further edits. At the bottom of the window, there is a 'Refresh Wizard Status' link on the left, a 'Process Completed' checkbox in the center, and two buttons on the right: 'Reopen Election' and 'Post History for Processed Voters and Close Election'.

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts/Precincts Reports

Voter Search Help

Election Date: Dec-08-2011 Election Type: Special Description: 11 Test Poll Election 2011

- ✓ Election Details
- ✓ Include Certified Contests
- ✓ Pull Contests
- ✓ Issues & Offices
- ✓ Publish Certified Contests
- ✓ Ballot Styles
- ✓ Ballot Review
- ✓ Print Labels
- ✓ Official Register
- ✓ Election Expenses
- ✓ Election Results
- ✓ Process Official Register
- ✓ Duplicate Ballot Report
- ⚠ Close Election
- Exit

Clicking on 'Post history for processed voters and Close election' button will allow you to save history for voters who were processed in the 'Process Official Register' link and also allow you to close the election and prevent further edits to the election.

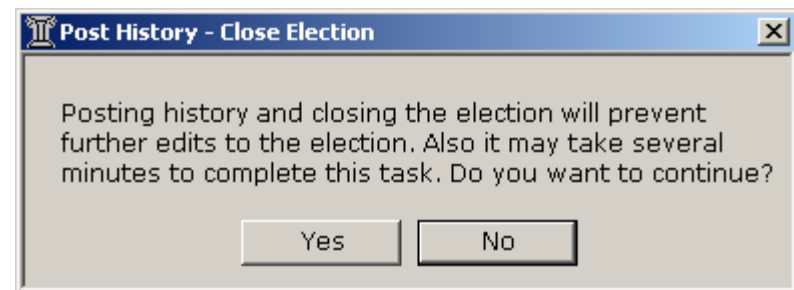
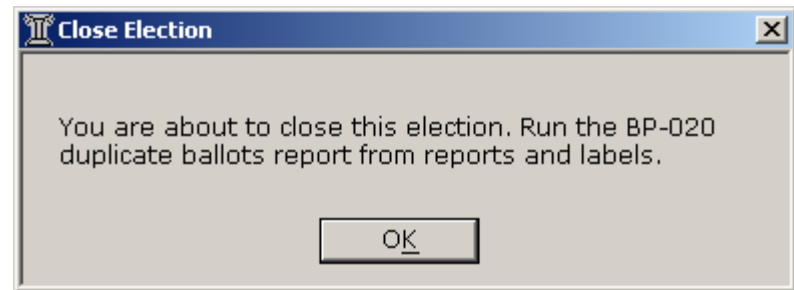
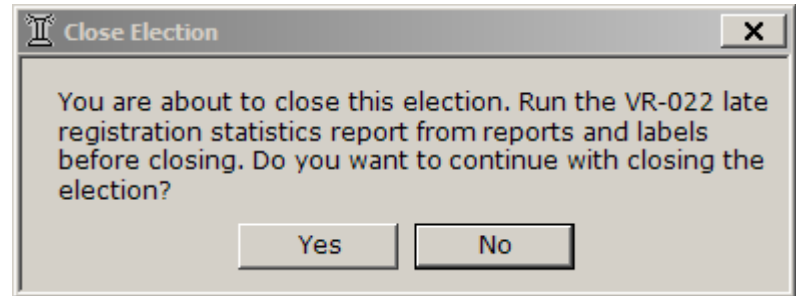
Refresh Wizard Status

☐ Process Completed

Reopen Election Post History for Processed Voters and Close Election

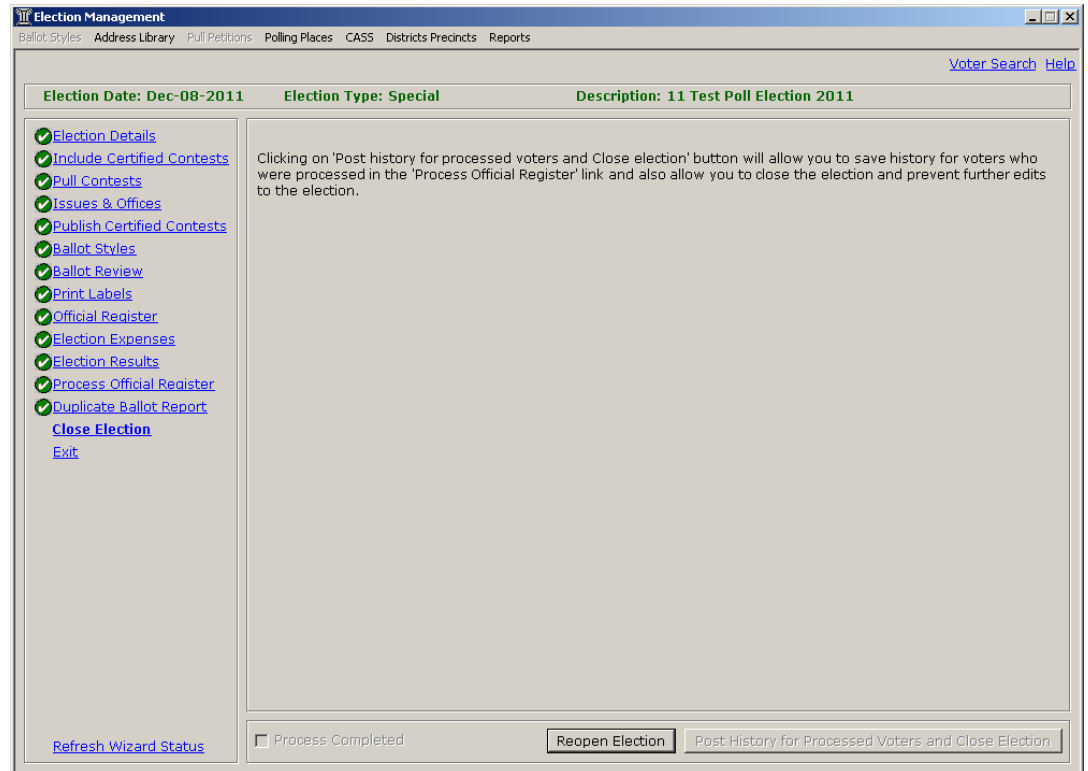
Close Election– Overview

- A reminder message will come up prompting you to run the **VR-022** report and review the **Duplicate Ballot Report** if you have not done so.
- You will be asked to confirm that you would like to close the election.
- Click Yes.



Close Election– Overview

- The election is now closed and any late registrants will automatically change to **Active** status.
- To re-open the election click **Reopen Election**.
- Be sure to re-close the election as soon as you have made any changes.



As always, please feel free to contact the Help Desk at 1-866-541-6767.

